



**Decisions and Resolutions adopted  
at the 129<sup>th</sup> Session of the  
International Coffee Council**

**15 and 16 April 2021**

**Opening of the 129<sup>th</sup> Session of the Council**

Item 1:	Adoption of the Agenda .....	3
Item 2:	Votes and credentials .....	3
Item 3:	Report on the work of the ICO and market situation .....	4
Item 4:	International Coffee Agreement (ICA) 2007 .....	5
Item 5:	Report of meetings of committees and other bodies .....	8
Item 6:	Coffee Public-Private Task Force .....	10
Item 7:	National coffee policies .....	12
Item 8:	Financial and administrative matters .....	12
Item 9:	Special Fund .....	18
Item 10:	Other business .....	18
Item 11:	Future meetings .....	19
Item 12:	Closing Session .....	19

1. His Excellency John Muldowney, of the European Union (Ireland), opened and chaired the 129<sup>th</sup> Session of the International Coffee Council, held on 15 and 16 April 2021. Due to social distancing restrictions, the Council took place virtually using the online Zoom platform. The Chair noted that interpretation into the ICO official languages, English, French, Portuguese and Spanish, was available.
2. The Chair opened the Session by welcoming all Members and gave his opening speech. He encouraged delegates to work collectively to build a sustainable and prosperous coffee sector and noted that the decisions made in this session of the Council will impact the coffee sector for years to come. He then expressed solidarity with Members affected by the impact of the pandemic and natural disasters.
3. The Chair invited the Vice-Chair of the Council, His Excellency Ambassador Iván Romero Martínez, of Honduras, to give his opening speech. The Vice-Chair sent a solidarity message to all those affected by the pandemic and stressed that the ICO must be a strong, transparent, and dynamic Organization. He thanked the ICO for mobilizing the support of the international community, especially the private sector, to the coffee-producing countries impacted by hurricanes Eta and Iota. He highlighted the success of the ICO in moving in step with today's times with credibility.
4. The Chair then invited the Executive Director to give his opening speech. The Executive Director welcomed delegates to the 129<sup>th</sup> Session of the International Coffee Council, remarked that the covid-19 pandemic brought difficult times for all and expressed his condolences to all those who lost family members and friends and to the populations in Central America affected by the Hurricanes Eta and Iota. He noted that the ICO was still considered a reference by the coffee industry, trade institutions, international organizations and academia. Nevertheless, he stressed the incompatibility between the high expectations of Members and the resources made available to the Organization. He noted that the ICO was working on a draft Memorandum of Understanding with the Food and Agriculture Organization of the United Nations (FAO), and announced that the ICO has engaged with the Youth20, the youth engagement group of the G20, to attract the attention of the world to the importance of coffee for rural populations, agriculture, industry, and service sector. He again stressed that the ICO could not continue to operate with such limited resources and personnel. He expressed his concerns regarding the staff of the Organization, whose workloads were increasing and whose morale was adversely affected by the perception of financial instability. He stated that negotiations are in place for South Korea and Nigeria to join

the Organization. In conclusion, he asked Members to actively engage with the Task Force, the Working Group on the Future of the International Coffee Agreement (WGFA), the committees, and pay contributions on time. He was confident that a sense of responsibility and belonging would prevail and that the 129<sup>th</sup> Session of the International Coffee Council would come to a successful conclusion<sup>1</sup>.

**Item 1: Adoption of the Agenda**

5. The Head of Operations informed the Council that, in compliance with Paragraph 4 of Article 11 of the 2007 Agreement, the quorum for holding the 129<sup>th</sup> Session of the International Coffee Council had been reached.

6. The Chair noted that Item 8.7 ‘Procedures for the appointment of a new Executive Director’ would be discussed after Item 4. The Council proceeded to adopt the draft Agenda contained in document [ICC-129-0 Rev. 4](#).

**Item 2: Votes and credentials**

**Item 2.1: Redistribution of Votes for coffee year 2020/21**

7. The Head of Operations reported on document [ICC-129-1](#), and explained tables 1, 2, 3, and 4.

8. The Council approved document [ICC-129-1](#) on the redistribution of votes for coffee year 2020/21.

**Item 2.2 Credentials**

9. The Head of Operations stated that the credentials received had been found to be in good and due form, while noting that the Secretariat would issue a list of delegates that were in attendance at a future date.

10. The council approved the Credentials of the 129<sup>th</sup> International Coffee Council<sup>2</sup>.

<sup>1</sup> The speech of the Executive Director was subsequently published as ICC-129-3.

<sup>2</sup> Subsequently circulated as document [ICC-129-8](#).

**Item 3: Report on the work of the ICO and market situation****Item 3.1: Annual Review 2019/20**

11. The Head of Operations introduced the [Annual Review](#) for coffee year 2019/20, which would be available in the four official ICO languages.

**Item 3.2: Interim Report (October 2020 to April 2021)**

12. The Executive Director presented an Interim Report on the work of the Organization from October 2020 to April 2021. He highlighted progress, achievements, challenges, opportunities and constraints with a focus on the impact of the pandemic on the work of the ICO and the execution of the Programme of Activities with emphasis on partnerships and voluntary contributions. He noted that the ICO staff have been working remotely since the beginning of the pandemic and this had not reduced their productivity. Regarding the impact of covid-19 on the coffee sector, he stated that international trade has been disrupted, and harm was caused in supply chain processes. Furthermore, the consumption shifted to at-home consumption, and consumers had become more price-sensitive. Online sales were booming but still represented a small part of the overall market. He also noted that the ICO has made several preliminary analyses in the Coffee Break Series, which had been suspended due to the lack of resources with the current emergency budget. Regarding the implementation of the Programme of Activities for coffee year 2020/21, he stated that some activities have been cancelled or substantially reduced and that the analytical capacity of the Organization had been sharply reduced. Furthermore, information services that were before rendered to a selection of outside interested parties are now only provided to Members and subscribers. ICO partnerships with academia and research institutions were also suffering greatly due to a lack of resources. Nevertheless, the Coffee Development Report represented an important success and was becoming a reference for the coffee world. He also reported on ICO efforts to draw attention to the ICO Members that suffered from the impact of the Hurricanes Eta and Iota.

13. The Members took note of the presentation of the Report.

**Item 3.3: World Coffee Conference**

14. The Chair invited the representative of India to report on the situation concerning the 5<sup>th</sup> World Coffee Conference. The 5<sup>th</sup> World Coffee Conference, which

had been scheduled to take place in Bengaluru, India, from 7 to 9 September 2020, and had been postponed due to the pandemic. The delegate for India communicated that informal consultations with stakeholders had been made regarding feasible dates for the 5<sup>th</sup> World Coffee Conference. As the outcome of these consultations, he stated that the 5<sup>th</sup> World Coffee Conference and associated ICO meetings would be held during the first two weeks of September 2022. He requested delegates to take note of the dates and reminded them that these are subject to changes resulting from the covid-19 pandemic.

15. The Executive Director congratulated India for its continued commitment to holding the World Coffee Conference and welcomed the suggestion of the new date. The Council proceeded to approve the revised date.

**Item 3.4: Coffee Development Report 2020 and theme for the coffee year**

16. The Head of Operations presented the [Coffee Development Report 2020](#) on the theme of ‘The Value of Coffee: Sustainability, Inclusiveness, and Resilience of the Coffee Global Value Chain’. He also reported on the actions and plans taken to address the theme of the coffee year 2020/21 “Coffee’s Next Generation – Recovering from the Impact of the pandemic”. He stated that the Report had received very positive feedback, with more than 3000 downloads. He also noted that the Report had been published in English and that, following the standard practice for similar publications of the World Bank, the comprehensive Overview of the Report had been published in the four official ICO languages. The full report and Overview could be downloaded from the International Coffee Council webpage at the following link: <https://www.internationalcoffeecouncil.com/cdr2020>.

**Item 4: International Coffee Agreement (ICA) 2007**

**Item 4.1: Review of the International Coffee Agreement (ICA) 2007**

17. The Chair of the Working Group on the Future of the International Coffee Agreement (WGFA) reported on the activities of the Working Group since the last Council Session. Since September 2020, the WGFA had held four meetings, on 15 December 2020, and on 11 February, 9 March, and 6 April 2021. In preparation for the 9<sup>th</sup> meeting of the Working Group, the Secretariat circulated a survey among the Members of the ICO. The survey aimed to narrow down options for the next ICA in the fields of the Organization’s governance and allow Members to voice their opinions related to the

purposes and the mission of the ICO. Delegates requested some concrete follow-up actions from the Secretariat. Firstly, the Secretariat should prepare a formal document with a written summary of the results of the survey, including responses to the open-ended questions. Furthermore, it was suggested to create a sub-group to enable interested Members to engage in informal consultations with the private sector and report back to the Working Group. The Colombian delegate had offered to take the lead in this sub-group. The Secretariat was also tasked with creating a draft on options for the merger of committees, as well as to prepare a document presenting possible alternative methods for the calculations of votes and contributions. In the next meeting, on 11 February, the above-mentioned documents were presented to the Members. The Chair of the Private Sector Consultative Board presented his thoughts on the integration of the private sector into the ICA and offered his continued support. The meeting on 9 March was dedicated to the discussion of the scenarios based on different methods for the calculation of votes and contributions under the new Agreement. While some delegates favoured maintaining the current system, others preferred a new form of calculation of votes and contributions based on value. It was agreed that more time was needed for the delegations to review the scenarios and to discuss the implications of the options with their capitals. In the 12<sup>th</sup> Meeting of the Working Group, held on 6 April, the option of delinking the calculation for votes and contribution was debated. The Chair proposed setting up a small drafting group to narrow down the proposals already discussed. This drafting group would be composed of 12 representatives: 8 from exporting Members, and 4 from importing Members. The Chair of the PSCB was invited to comment on his communication contained in document [WGFA-57/21](#) on the inclusion of the private sector in the ICA. The Chair of the PSCB proposed to open a discussion in the smaller drafting group. Finally, the group agreed on the following dates for the future WGFA meetings: 11 May, 10 June, 8 July, 5 August 2021, and 6 September 2021.

18. The delegate for Côte d'Ivoire expressed his concerns regarding the conditions under which the ICO staff were working. He also expressed concerns regarding the integration of the private sector into the Organization. He stated that the private sector already played an important role in the Organization through the PSCB and the ICO should preserve its intergovernmental nature.

19. The delegate for Indonesia agreed that it is crucial that the ICO remained an intergovernmental Organization and that conflicts of interest in the decision-making process be avoided.

20. The representative of exporting Members stated that seven representatives of exporting countries had volunteered to take part in the smaller drafting group. He also invited Indonesia to participate in that group. The representative of importing Members also indicated that three participants in that assembly had also volunteered to be part of the drafting group.

21. The Chair of the Working Group on the Future of the International Coffee Agreement welcomed and took note of the comments from delegates.

**Item 4.2: Membership of the ICA 2007**

22. The delegate for Brazil presented the Communication from the Government of Brazil, contained in document [ED-2369/21](#). The Brazilian Government suggested that, given the importance of the American and the Chinese markets to the coffee sector, the United States and the People's Republic of China should receive special attention from the Secretariat in its efforts to increase the number of Members.

23. The Executive Director commented that the membership of China had been a priority for the ICO in the last 20 years but that the efforts of attracting China in the Organization had been suspended due to the pandemic. He remarked that presently the ICO has no budget for travelling to reach out to possible members and that this might need to be reconsidered in the revisions of the draft budget for coffee year 2021/22.

24. The delegate for Brazil endorsed the creation of a high-level delegation of ICO Members to visit the ambassadors of the United States and the People's Republic of China in London, together with the Executive Director.

25. The delegate for Colombia expressed his availability to collaborate with the ICO Secretariat to approach the United States.

26. The delegate for Côte d'Ivoire stated the ICO should look into the reasons why the US left the Organization in order to establish a targeted dialogue. The Executive Director outlined both official and un-official considerations behind the decision of the USA to leave the ICA 2007 during 2018.

**Item 5: Report of meetings of committees and other bodies****Item 5.1: Summary of the recommendation of the ICO advisory bodies**

27. The Head of Operations presented a summary of the recommendations of the ICO advisory bodies: Statistics Committee, Projects Committee, Promotion and Market Development Committee.

**Item 5.1.2: Changes to the Rules on Statistics: Certificates of Origin**

28. The Head of Operations reported that the Statistics Committee recommended the adoption of the changes, proposed by Brazil, to the Rules on Statistics: Certificates of Origin, as presented in document [SC-103/21](#). Furthermore, the Statistics Committee proposed to set up a sub-group led by Brazil and Uganda to look into the possibility of developing a mobile phone application for issuance of Certificates of Origin.

29. The Council approved the adoption of the changes to the Rules of Statistics: Certificates of Origin, as presented in document [SC-103/21](#)<sup>3</sup>.

**Item 5.1.3: Changes to the Rules on Statistics: Indicator Prices**

30. The Head of Operations reported that the Statistics Committee recommended the adoption of the changes to the Rules on Statistics in relation to the Indicator Prices contained in document [SC-106/21](#).

31. The Council approved the adoption of changes to the Rules of Statistics: Indicator Prices as presented in document [SC-106/21](#)<sup>4</sup>.

**Item 5.1.4: Share of markets and their weightings in the calculation of group and composite prices from 1 October 2021**

32. The Head of Operations reported that the Statistics Committee recommended the adoption of the changes contained in document [SC-104/21](#).

---

<sup>3</sup> Subsequently published as document [ICC-102-9 Rev. 3](#).

<sup>4</sup> Subsequently published as document [ICC-105-17 Rev. 1](#).

33. The Council approved the changes contained in document [SC-104/21](#).

**Item 5.1.5: Data concepts and variables used in the statistics of the Organization**

34. The Head of Operations reported that the Statistics Committee recommended the adoption of the changes contained in document [SC-105/21](#).

35. The Council approved the changes contained in document [SC-105/21](#).

**Item 5.1.6: Rapid appraisal of the financing landscape for the coffee sector in Africa: A business case for financing the “missing middle” and last mile borrowers in the African coffee value chains**

36. The Head of Operations reported that the Project Committee recommended the approval of the proposal contained in document [PJ-143/21](#).

37. The Council approved the Terms of Reference contained in document [PJ-143/21](#).

38. The Head of Operations reported that the Joint Committee had been asked to look into the situation of unclaimed portions of the Special Fund for the Asia and Pacific region. Two countries (Philippines and Timor-Leste) had not yet responded to the Executive Director’s correspondence. Each country was allocated US\$34,000. The Committee requested that the Executive Director again contact Members before considering further actions.

39. The delegate for the Philippines asked the Secretariat to note that they had received a letter that was incorrectly addressed and requested a new letter.

**Item 5.2: Private Sector Consultative Board (PSCB)**

40. The Chair of the Private Sector Consultative Board presented the report of the 50<sup>th</sup> meeting of the PSCB, held on April 14, 2021.

41. The delegate for Côte d'Ivoire requested that the Secretariat inquire if other international organizations would be willing to collaborate with the ICO.

42. The Council noted the report of the 50<sup>th</sup> meeting of the Private Sector Consultative Board.

**Item 6: Coffee Public-Private Task Force**

**Item 6.1: Proposals by the CPPTF regarding governance and implementation of the Roadmap**

43. The Coordinator of the Coffee Public-Private Task Force reported on the recent activities of the Coffee Public-Private Task Force presented in the Background section of the document [CPPTF-1/21](#).

44. The Executive Director presented the Proposals regarding governance and implementation of the Roadmap contained in document [CPPTF-1/21](#).

45. Proposal 1: National/Regional discussion forums regarding CPPTF matters - Annex I. ICO Members are invited and encouraged to use existing or to set up new national dialogue forums between the public and private sector for the discussion and debate of the proposals and initiatives of the Task Force and actively engage with the Technical Workstreams to ensure that their priorities and needs are duly considered in the work and objectives of the CPPTF.

46. The Council approved Proposal 1 from the Coffee Public-Private Task Force contained in document [CPPTF-1/21](#), Annex I.

47. Proposal 2: Appointment/re-appointment of Regional Sherpas of the CPPTF - Annex II. The Task Force propose an amendment of the Terms of Reference of the CPPTF with regard to the process of selection for public sector representatives (sherpas).

48. The Council approved Proposal 2 from the Coffee Public-Private Task Force contained in document [CPPTF-1/21](#), Annex II<sup>5</sup>.

---

<sup>5</sup> The Terms of Reference were subsequently published as [ICC-129-7](#).

49. Proposal 3: Living and Prosperous Income: Mapping process for the development of in-country actions and learning pilots (public-private partnerships) – Annex III.

50. The Council approved Proposal 3 from the Coffee Public-Private Task Force contained in document [CPPTF-1/21](#), Annex III.

51. Proposal 4: Technical Workstream 4 Sustainable Production, Responsible Sourcing and Consumption, Proposal Commitments and Targets for CPPTF Roadmap – Annex IV.

52. The Council approved Proposal 4 from the Coffee Public-Private Task Force contained in document [CPPTF-1/21](#), Annex IV.

53. The delegate for Brazil invited all Member countries to involve themselves more deeply in the Task Force and particularly in the technical workstreams. He also reported that, during the meeting of exporting Members, some delegates expressed concern regarding the lack of representation of the Global South in the technical workstreams and the over-representation of non-governmental organizations from Europe in this part of the work of the Task Force.

54. The Executive Director remarked that the facilitators of the technical workstreams worked on a pro bono basis. Many of them had a world wide reach and membership. He cited the examples of the Global Coffee Platform and the Sustainable Coffee Challenge, as well as the United Nations Development Programme (UNDP), which had recently taken over the facilitation of the Sustainable Production, Responsible Sourcing, Responsible Consumption technical workstream.

55. The Head of Operations reported on the 3<sup>rd</sup> CEO & Global Leaders Forum, which was scheduled for 9 September 2021, and urged all Members to ensure the presence of high-level representatives, at ministerial level, from their countries, since this was a unique opportunity to interact with leaders of the private sector of the coffee industry.

**Item 7: National coffee policies**

56. The delegate of Honduras delivered a speech on the national coffee policy in his country. He presented a summary of the new policies put in place by the Government to alleviate the negative impact of hurricanes Eta and Iota and covid-19. The report was subsequently circulated as [ICC-129-5](#).

57. The Executive Director joined the other delegates in expressing solidarity and congratulate the Government of Honduras for the policies adopted.

**Item 8: Financial and administrative matters****Item 8.1: Finance and Administration Committee**

58. The Chair of the Council invited the Chair of the Finance and Administration Committee (FAC), Mr N. N. Narendra, of India, to report on the financial situation of the Organization and the draft Administrative Budget for the financial year 2021/22. The Council would be invited to consider the report. The reports were contained in documents [FA-280/21 Rev. 1](#) and [FA-282/21](#).

59. The Chair of the FAC informed the Council about the extensive meetings that had taken place on 8 and 12 April, which were very constructive and lively.

60. The Chair of the FAC continued with the analysis of the financial situation ([FA-280/21 Rev. 1](#)) and noted the Executive Director's statement on the financial situation, shortage of funds and the sustainability of the Organization. He emphasized that contributions should be paid promptly by Members in order to ensure the sustainability of the Organization by stressing that the ICO's current financial situation indicated a severe cash shortage by the end of September 2021. He noted that the Secretariat had made great efforts to reduce last years spending and would continue its efforts to reduce spending. Members of the FAC had agreed to meet intersessionally as many times as necessary to review the financial situation until the Council Session in September. The Committee had also requested the preparation of a contingency plan on the financial situation. He further repeated that all Members should make the best effort to pay their contributions to the Organization as quickly as possible, while commenting that the ICO should come up with tangible measures to help exporting Members.

61. With regard to the draft Administrative Budget, the FAC had evaluated the contents of document [FA-282/21](#) and noted the negative impacts of the greatly reduced budget for the current financial year. These included: a sharp drop in the technical output of the Organization; reduced membership engagement; and reduced morale and motivation of staff. In addition, the Executive Director directed the attention of Members to the possible consequences of the application of Resolution 470 to next year's contributions, if Members did not pay their arrears.

62. The Committee also noted the impact of reduced resources on the technical output of the Organization, especially the execution of the Programme of Activities. The ICO had been forced to concentrate on a small number of key deliverables, such as the Coffee Development Report, and even this important publication had been downscaled. Partnerships with research institutions and academia had been suspended and, furthermore, capacity to advocate on behalf of the sector and to mobilize funds had also been adversely affected. The ability of the Organization to engage with its Members had deteriorated: language services had been drastically cut and translation of documents had been limited to only those that were considered of high priority. In addition, budget cuts meant that ICO meetings would continue to be held online and only two days of interpretation would be available during each Council Session. The lack of funds for official travel meant that the Executive Director and the ICO staff would be unable to attend events in Member countries and hampered outreach to new members.

63. The Executive Director had expressed concern on the impact of budget cuts on the personnel and administration of the Organization: the personnel structure had become top-heavy and unbalanced; personnel had not received step increases and had their contributions to the Provident Fund capped for the last two years; the workload on remaining staff was increasing to a point beyond the capacity of individuals to cope; backup capacity for staff who were sick or on leave had been reduced; staff motivation and morale was very low; several staff Members had resigned; senior management had to dedicate an increased share of their time to recruitment and training of new staff; the use of short-term appointments and consultancies degraded the internal experience and specialized knowledge within the Organization. In closing, the Executive Director called on Members to reflect upon the consequences of their continued lack of support for the ICO.

64. The Committee noted that further budget cuts might be necessary if more Members were suspended under ICC Resolution 470. The Secretariat will revise the budget in case of any changes in its underlying assumptions.

65. The Chair of the FAC informed the Council on two paintings on display at the ICO headquarters. Although direct evidence of ownership did not exist, internal ICO documents demonstrated that the two paintings had been loaned by two Member countries, Brazil and Colombia. Since the ICO would very likely soon be moving to newer and smaller premises, the Secretariat had contacted the Brazilian and Colombian delegations. Both Members had requested the return of the works of art, while offering to pay for all costs associated with packaging, insurance and transportation.

66. The Committee recommended that the Council approve the return of the paintings to Brazil and Colombia.

<p>67. The Council approved the return of the paintings to Brazil and Colombia and instructed the Secretariat to inform Brazil and Colombia of such decision.</p>
---

**Item 8.2: Report on collection of contributions from Members in arrears**

68. The Chair of the Finance and Administration Committee noted that the Secretariat had made a report on Members in persistent arrears and drew the attention to the situation of those Members who had arrears from prior years. If these were not paid, then these Members would be excluded from the calculation of contributions, under the provisions of Resolution 470. Such a step would require the redistribution of approximately £246,000 among the remaining exporting Members, which would be extremely difficult to contemplate. The alternative would be to suspend the application of Resolution 470, but this was certain to cause great problems in the collection of contributions from Members in persistent arrears.

69. The Committee noted the only possible solution was for Members to pay their outstanding contributions.

70. The Committee also took note of the exchange of correspondence between the ICO and Viet Nam, contained in document [FA-256/20 Rev. 5](#). The Committee urged Viet Nam to pay its outstanding contributions, while recommending that the Chair of the Council continue to engage in a dialogue with the Member.

**Item 8.3: Administrative Accounts of the Organization for the financial year 2019/20 and Report of the Auditors**

71. The Chair of the Finance and Administration Committee stated that the FAC had deliberated on the Administrative Accounts and the Report of the Auditors and recommended the document for approval by the Council.

72. The Chair of the Council invited delegations for comments on approval of the Administrative Accounts for 2019/20 and the Report of the Auditors.

73. A delegate stated that he was ready to approve and endorse the auditor's Report. He stated that Members should take the time to read the reports so that Members can see the opinion of auditors. He commented that it was the duty of Members to support this exercise.

74. The Chair of Council noted that there were no further comments and that the report had been approved.

75. The Council considered and approved the Administrative Accounts of the Organization and the Report of the Auditors contained in document [FA-283/21](#).

**Item 8.4: Accounts of the Special Fund for the financial year 2019/20 and Report of the Auditors**

76. The Chair of the Finance and Administration Committee presented the Accounts of the Special Fund for 2019/20 (document [FA-284/21](#)). He commented that the FAC had recommended the accounts of the Special Fund (2019/20) and the Report of the Auditors for approval by the Exporting Members.

77. The Chair of the Council invited the exporting Members to approve the document. There were no objections.

78. Exporting Members considered and approved approved the Accounts of the Special Fund and the Report of the Auditors contained in document [FA-284/21](#).

**Item 8.5: Accounts of the Coffee Sustainability Projects Trust Fund for the financial year 2019/20 and Report of the Auditors**

79. The Chair of the Finance and Administration Committee presented the Accounts of the Coffee Sustainability Projects Trust Fund and the Report of the Auditors contained in document [FA-285/21](#) and asked for approval from the Council.

80. The Chair of the Council noted no objections and that the Council had approved the document.

81. The Council considered and approved the Accounts of the Coffee Sustainability Projects Trust Fund and the Report of the Auditors contained in document [FA-285/21](#).

**Item 8.6: Promotion Fund**

82. The Chair of the Council noted that, as decided in September 2010, this item is not audited but circulated to all Members under document [FA-286/21](#).

83. The Chair of the Finance and Administration Committee presented the report submitted by the Secretariat and stated that the report has been noted by the Committee.

84. Exporting Members noted the accounts of the Promotion Fund contained in document [FA-286/21](#).

**Item 8.7: Procedures for the appointment of a new Executive Director**

85. The Chair of the Finance and Administration Committee reported on the criteria and procedures for the appointment of a new Executive Director, contained in document [WP-Council 313/21 Rev. 1](#). These criteria had been discussed by the Finance and Administration Committee during its 45<sup>th</sup> meeting held on 8 and 12 April 2021.

86. The delegate for the European Union reported that at the Coordination Meeting of the importing Member Countries the question whether it would be pertinent to keep the salary of the Executive Director at the current level in light of the budgetary restrictions that had been imposed on the ICO.

87. The delegate for Brazil remarked that the budget constraints that the ICO faced were a consequence of the fact that a number of Members asked for a substantial reduction in their contributions. These were extraordinary times and hopefully, from the next year, the Organization would return to the previous status quo.

88. The Executive Director noted that the International Sugar Organization and the International Cocoa Organization maintain the same remuneration for the Executive Director as the ICO, i.e. Under secretary General level on the United Nations salary scale. However, other international commodity bodies remunerated their Executive Directors at a lower level.

89. The Chair of the Finance and Administration Committee expressed his preference for maintaining the current remuneration level of the Executive Director. He then proceeded to report on the procedures for the appointment of a new Executive Director. He reported that the FAC had agreed on the Terms of Reference for the new Executive Director, but had been unable to reach a consensus on the establishment of a Pre-Selection Committee, open to interested Members, to assess the applications for the post of Executive Director and recommend to the Council a smaller number of candidates. This matter was still pending a Council decision.

90. The delegations of Brazil, Côte d'Ivoire, the European Union, India, Japan, Kenya and the Russian Federation, supported the establishment of a Pre-Selection Committee operating in a transparent and democratic way. Some of these delegates expressed that the Pre-Selection Committee should be established only if there were more than five candidates. The delegates for Colombia, Honduras, Nicaragua, Philippines and Viet Nam opposed the establishment of the Pre-Selection Committee to disqualify candidates. Considerations were made in terms of the legitimacy of an eventual decision by the Pre-Selection Committee to exclude candidates that met the requirements and were supported by their respective Governments.

91. The Chair considered that the best way forward would be for the Pre-Selection Committee to present a recommendation of shortlisted candidates, but that if one of the other candidates wishes to put forward their candidatures to the Council, they should not be denied.

92. Some Members recalled that in 2017, during the occasion of the appointment of the current Executive Director, a Pre-Selection Committee had been established.

93. In the spirit of compromise, the delegate for Côte d'Ivoire stated that he was willing to give up the idea of the Pre-Selection Committee and proposed to hold an extraordinary session of the Finance and Administration Committee to look at the candidates and check if they met the Terms of Reference, without disqualifying any candidate. The Council would then review the candidacies and make the appointment of the Executive Director at the Session of the International Coffee Council in April 2022. The proposal from Côte d'Ivoire was well received by Members.

94. The Chair summed up the situation as follows: the Council had reached a consensus that the FAC would check that the candidates met the Terms of Reference and a Special Session of the Council would be held between September 2021 and February 2022 to allow the candidates to present themselves to the Council.

95. The Council approved the Procedures for the appointment of a new Executive Director contained in document [WP-Council 313/21 Rev. 1](#) updated to reflect that the FAC would check that the candidates met the Terms of Reference and that candidates would present their platforms to the Council, at an extraordinary session on a date to be determined. The revised Terms of Reference, procedures and schedule were subsequently circulated as [ICC-129-6](#), a copy of which is attached to these Decisions.

**Item 9: Special Fund**

96. The Chief Economist reported on developments regarding the use of the Special Fund to promote domestic consumption in exporting countries. He reported that PROMECAFE had requested another additional budget-neutral extension period of three months to allow the full completion of the programme. The communications from PROMECAFE could be found in documents [SF-46/20](#) and [SF-47/21](#).

97. The Council noted the report presented by the Chief Economist and approved a three-month extension for the execution of the project in Central America.

**Item 10: Other business**

98. The Executive Director referred to a Communication from the International Women's Coffee Alliance containing a request to extend the Memorandum of Understanding and to be designated as a member of the PSCB. As reported in document

[ED-2366/21](#), the Executive Director recommended the extension of the Memorandum of Understanding with the IWCA for three years and stated that the designation of the IWCA as a member of the PSCB needed to be considered in September, during the periodic review of the composition of the PSCB.

99. The Council noted the report presented by the Executive Director and approved the extension of the Memorandum of Understanding with the International Women's Coffee Alliance.

100. The representative of Colombia delivered a presentation on the 3<sup>rd</sup> World Coffee Producers Forum. The first part of the Forum was scheduled to take place online on 15 July 2021, with a focus on the prosperity of coffee farmers, and the second part was scheduled to take place in person in Kigali, Rwanda, in July 2022. The representative of Colombia further invited all ICO Members to participate.

101. The Executive Director congratulated the outgoing IACO Secretary-General, Frederick S. M. Kawuma, for his commitment in the past years and invited the High Commissioner of Uganda to the United Kingdom and Northern Ireland to introduce to the Council the incoming Secretary-General of IACO, H.E. Ambassador Solomon Sabiti Rutega.

102. H.E. Ambassador Solomon Sabiti Rutega greeted the distinguished delegates and expressed his commitment to finding solutions to the challenges faced by the coffee sector.

103. The Executive Director welcomed the new IACO Secretary-General to the Organization.

**Item 11: Future meetings**

104. The Chair of the Council announced the following dates for the next sessions of the International Coffee Council:

- 130<sup>th</sup> Session of the International Coffee Council will be from 6 to 10 September 2021
- 131<sup>st</sup> Session of the International Coffee Council will be from March 28 to 1 April 2022
- 132<sup>nd</sup> Session of the International Coffee Council will be from 12 to 16 September 2022.

105. The Council took note of these dates.

**Item 12: Closing Session**

106. The Chair of the Council thanked all Members for their presence.

107. The Chair of the Council declared the 129<sup>th</sup> Session of the International Coffee Council closed.



**INTERNATIONAL  
COFFEE  
ORGANIZATION**

**ICC 129-6**

16 April 2021  
Original: English

**E**

International Coffee Council  
129<sup>th</sup> Session  
15 and 16 April 2021  
London, United Kingdom

**Council Decision on the appointment of the  
Executive Director:**

- **Procedures and schedule**
- **Terms of reference**

**Background**

1. This document contains the Terms of Reference for the post of Executive Director of the International Coffee Organization, which were approved by the Council at its 129<sup>th</sup> Session on 15 and 16 April 2021. Member Governments are requested to bring this vacancy notice to the attention of potential candidates in their countries.

2. Member Governments are requested to forward the names of their endorsed candidates together with curricula vitae and personal letters of motivation to the Secretariat at [ed@ico.org](mailto:ed@ico.org) or by post to the Head of Finance and Administration, International Coffee Organization, 222 Gray's Inn Road, London WC1X 8HB, no later than **30 July 2021**. Candidates are required to state in their letters of motivation that, for the purposes of data protection, they consent that their curricula vitae and letters may be circulated to the Organization's Members and posted on the ICO website.

## **COUNCIL DECISION ON THE APPOINTMENT OF THE EXECUTIVE DIRECTOR**

Taking into account the expiration of the term of appointment of the Executive Director on 30 April 2022, the Council establishes the following terms of reference and procedures for the appointment of a new Executive Director:

### **Procedures and schedule**

Requests Member Governments to use transparent processes to encourage suitable candidates to indicate their interest in the position, taking into account the terms of reference attached as Annex I. Candidates for the position must be endorsed by a Member Government and only one candidate can be endorsed by each Member Government.

Requests Member Governments to forward names of endorsed candidates, together with curricula vitae and personal letters of motivation, the combined length of which shall not exceed five pages, to the Secretariat, no later than 30 July 2021.

Requests the Finance and Administration Committee to hold an intersessional meeting during the week of 30 August to 3 September 2021 to ensure that the candidates for the post of Executive Director have met the criteria as set out in the Terms of Reference (Annex I).

Requests the Secretariat to compile the names of all candidates and distribute this list to Members in the documents for the intersessional meeting of the Finance and Administration Committee.

Requests the Secretariat to organize video sessions with the qualified candidates to present their platforms at an extraordinary session of the Council on a date to be determined. Presentations should address the present and future role of the ICO in the coffee sector and the candidate's ability to lead the Organization to achieve the objectives of the Agreement. The video sessions will be recorded, and should last a maximum of 30 minutes each. Each presentation will be followed by a question and answer session, which will also last for a maximum of 30 minutes. The video sessions will be open to all interested Members, and will take place between September 2021 and February 2022.

Following the completion of the procedure as outlined above, the Council shall consider and decide on the appointment of the Executive Director at the Council Session from 28 March 2022 to 1 April 2022.

## **TERMS OF REFERENCE FOR THE POST OF EXECUTIVE DIRECTOR OF THE INTERNATIONAL COFFEE ORGANIZATION**

A successful candidate will have deep knowledge of the coffee sector and relevant wide experience. A successful candidate will also demonstrate very strong management skills in the management of an organization with the size and complexity of the International Coffee Organization, including management of personnel, budgets and experience of raising financial support. Experience conducting analytic studies, including economic studies, as well as developing and implementing capacity building projects would be desirable.

Candidates should have the qualities to command wide support among the membership of the International Coffee Organization, and must, at a minimum, meet the following:

**(a) Nationality**

Candidates shall be nationals of ICO Member countries and shall be endorsed by their respective Governments. Only one candidate per country can be endorsed.

**(b) Background**

Candidates shall have earned at least one University Degree from a recognized University or Institution of Higher Education.

**(c) Professional experience**

Candidates shall have at least fifteen (15) years professional experience with a demonstrated minimum of five (5) years at a senior management level in Government, in an international organization, or in a commercial or similar enterprise. Experience in fundraising and the management of projects is desirable. Experience within the field of agricultural commodities, and in particular coffee, will be considered an added advantage. Work experience in international forums is desirable.

**(d) Age**

In compliance with UN rules there are no restrictions on the age of candidates.

**(e) Languages**

An excellent knowledge of English, both spoken and written, is essential. Knowledge of one or more of the other official languages of the Organization (French, Portuguese and Spanish) would be desirable.

**(f) Term of office**

The initial contract shall be for a period of five (5) years, with the possibility of renewal for only one five-year additional term.

**(g) Remuneration**

The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations. This salary will be equivalent to the USG (Under Secretary General) level on the United Nations salary scale

**(h) Other benefits**

The Executive Director is entitled to a Personal Representation Allowance of £5,000 per annum.

The Executive Director is also entitled to other allowances and benefits applicable under the Staff Regulations and Staff Rules to internationally recruited staff.