



**Convocation for the 132<sup>nd</sup> Session of the  
International Coffee Council and associated-  
meetings: 23 March to 1 April 2022  
Virtual Session**

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

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<sup>1</sup> The present document contains information concerning the 132<sup>nd</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 has been scheduled to take place virtually between 23 March and 1 April 2022.

## II. VIRTUAL MEETING SOFTWARE

2. The 132<sup>nd</sup> Session of the ICC will be held online using the virtual conferencing software **Zoom**. The ICO uses the Zoom Platform in order 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

3. In order to provide the best virtual experience for Members and in light of technical constraints, the delegations attending the Virtual Meetings 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. Additional silent observers may be accepted upon request of the Member and the Secretariat's approval based on credentials received and on the capacity of the Zoom platform.

## IV. QUORUM

4. 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."***

5. 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).

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

## V. INTERPRETATION

6. Using the Zoom simultaneous interpretation function, the ICO will offer interpretation in the four official languages (English, French, Portuguese and Spanish). However, due to budgetary and technical constraints, interpretation will only be available in the Session of the International Coffee Council.

## VI. CREDENTIALS AND REGISTRATION

7. 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: [132<sup>nd</sup> ICC Credential Form](#).

8. Given the Session's virtual requirements, Members must submit credentials through the [132<sup>nd</sup> ICC Credential Form](#) **no later than 16 March 2022**. A model credential letter is attached in Annex I.

9. All delegates listed in the Official Credential form will be automatically registered for the virtual meeting of the Council. It is important that when filling in the online credential form, to include the email addresses of all delegates on the official credential form. This will enable the Secretariat to register the delegates via Zoom.

10. 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.

11. A model authorization is enclosed in Annex II. Letters of authorization should be sent via the online form **no later than 16 March 2022**. Scanned copies may be uploaded at [132<sup>nd</sup> ICC Credential Form](#).

## VII. SESSIONS

12. The virtual Council Session and associated meetings will run at a period between 11:30 to 16:00 (BST) from Wednesday 23 March until Friday 1 April 2022, with a 30-minute pause. The ICO understands that the timing may be inconvenient to Members connecting from locations in significantly different time zones and wishes to thank all Members for their understanding and cooperation.

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

<b>Wednesday 23 March 2022</b>	
11:30 – 16:00	Finance & Administration Committee (ICO Members – restricted)
<b>Thursday 24 March 2022</b>	
12:00 – 13:00	Briefing Meeting (Chairs and Vice-Chairs of Committees)
<b>Friday 25 March 2022</b>	
11:30 – 12:30	Coordination meeting of exporting Members (Exporting Members)
13:30 – 14:30	Coordination meeting of importing Members (Importing Members)
<b>Monday 28 March 2022</b>	
11:30 – 16:00	Working Group on the Future of the Agreement (ICO Members)
<b>Tuesday 29 March 2022</b>	
11:30 – 13:30	Joint meeting of the Statistics, Projects and Promotion and Marketing Development Committees (ICO Members/Observers)
<b>Tuesday 29 March 2022</b>	
14:00 – 16:00	Private Sector Consultative Board (PSCB) (ICO Members/CPPTF/Observers)
<b>Thursday 31 March 2022</b>	
11:30 – 16:00	132 <sup>nd</sup> Session of the International Coffee Council (ICO Members/Observers)
<b>Friday 1 April 2022</b>	
11:30 – 16:00	132 <sup>nd</sup> Session of the International Coffee Council (ICO Members/Observers)

## VIII. AGENDAS

14. Detailed agenda for the Council is attached to this document.

15. 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 16 March 2022**.

### *Briefing meeting of Chairs and Vice-chairs and invited Members*

16. For the 132<sup>nd</sup> meeting of the Council, a briefing meeting will be held on 24 March 2022 with Chairs and Vice-Chairs of the Council and Committees.

### *Coordination meetings of exporting and importing Members*

17. For the 132<sup>nd</sup> meeting of the Council, coordination meetings of exporting and importing Members will be held on 25 March 2022.

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

18. 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. The Working Group will meet on Monday 28 March 2022. The Chair of the Working Group will present to the Council a report on its work.

## MODEL CREDENTIAL LETTER

Please fill in the online form and upload your Credential Letter on headed paper at

[132<sup>nd</sup> ICC Credential Form](#)

by 16 March 2022

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,

**132<sup>nd</sup> Session of the International Coffee Council**  
**Virtual Session**  
**(31 March and 1 April 2022)**

I am pleased to inform you that [country] will be represented by the following delegates at the 132<sup>nd</sup> Session (virtual) of the International Coffee Council taking place virtually on 31 March and 1 April 2022:

[Name] Representative (one person only please) (speaking delegate)

[Title]

[Organization]

[Name] Alternate (speaking delegate)

[Title]

[Organization]

[Name] Adviser(s) (silent observers)

[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  
[132<sup>nd</sup> ICC Credential Form](#)  
by 16 March 2022

[Date]

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

Dear Mr Sette,

**132<sup>nd</sup> Session of the International Coffee Council**  
**Virtual Session**  
**(31 March and 1 April 2022)**

I regret to inform you that my Government will not be represented at the 132<sup>nd</sup> Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 132<sup>nd</sup> Session of the International Coffee Council on 31 March and 1 April 2022.

Yours sincerely,

[Signature]\*

[Name]

[Title]

[Member country]

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



**International Coffee Council**  
132<sup>nd</sup> Session  
Virtual Session  
31 March and 1 April 2022  
London, United Kingdom

**Draft Agenda**

<b>Item</b>	<b>Document</b>
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**Opening of the 132<sup>nd</sup> Session of the Council**

<b>1. Draft Agenda – <i>to adopt</i></b>	ICC-132-0
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<b>2. Votes – <i>to consider and, if appropriate, to approve</i></b>	
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<b>2.1 Redistribution of votes for coffee year 2021/22</b>	to follow
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The Head of Operations will report.

<b>3. Report on the work of the ICO and market situation – <i>to note</i></b>	verbal
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The Executive Director will present an interim report (October 2021 to March 2022) on the work of the Organization, highlighting the 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.

<b>3.1 Coffee Development Report 2021 (overview)</b>	verbal
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The Head of Operations will report on the Coffee Development Report 2021.

**3.2 Coffee Development Report 2022** verbal

The Head of Operations will report on the actions taken and plans to address the theme for coffee year 2021/22 “Towards a circular economy for coffee: new investment, income and job opportunities”.

**3.3 New ICO website** verbal

The Head of Operations will report.

**4. Draft of the new International Coffee Agreement (ICA) –  
*to consider and, if appropriate, to approve*** to follow

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

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

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. verbal

**5.1. Layout change to the Rules on Statistics: Certificates of Origin** to follow

**5.2 Special Fund** verbal

**5.3 Private Sector Consultative Board (PSCB)** verbal

The Chair of the PSCB will report.

**6. Coffee Public-Private Task Force – *to note*** verbal

The Executive Director will report on the progress of the Coffee Public-Private Task Force (CPPTF) and associated workstreams.

**6.1 Operational budget 2022 – *to note*** to follow

**6.2 Funding proposal for 2022-26 – *to approve*** to follow

**6.3 Proposal TW3 Sector Transformation –  
*Importing Members to approve*** to follow

**7. National coffee policies and promotion of origins – to note** verbal

Members are invited to report on changes in coffee policies in their countries.

**7.1 Promotional tool of origins**

The Head of Operations will report on the promotional tool of origins to be hosted on the new ICO website.

**8. World Coffee Conference – to note** verbal

The representative of India will report on the situation concerning the 5<sup>th</sup> World Coffee Conference scheduled to take place in 2023.

**9. Financial and administrative matters**

**9.1 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 2022/23. to follow

**9.2 Report on collection of contributions from Members in arrears – to note** to follow

**9.3 Administrative Accounts of the Organization for the financial year 2020/21 and Report of the Auditors – to consider and, if appropriate, to approve** to follow

**9.4 Accounts of the Special Fund for the financial year 2020/21 and Report of the Auditors – to consider and, if appropriate, to approve** to follow

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

**9.5 Accounts of the Coffee Sustainability Projects Trust Fund for the financial year 2020/21 and Report of the Auditors – to consider and, if appropriate, to approve** to follow

**9.6 Promotion Fund – to note** to follow

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

**9.7 Salary scales and the basis for contributions to the Provident Fund for staff in the Professional and higher categories – to consider and, if appropriate to approve** to follow

**9.8 Education Grant – to consider and, if appropriate to approve** to follow

**10. Credentials** verbal

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

**11. Future meetings – to note** 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.

**11.1 133<sup>rd</sup> Session of the International Coffee Council – to note** verbal

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

**13. Closing session** verbal

The Chair of the Council will deliver the closing remarks.

REFERENCE DOCUMENTS
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<a href="#">International Coffee Agreement 2007</a>
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<a href="#">Five-Year Action plan for the International Coffee Organization</a>
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<a href="#">Rules of the International Coffee Organization</a>
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<a href="#">Terms of reference for Committees and advisory bodies</a>
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<a href="#">Office Holders for coffee year 2020/21</a>
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