

**Convocation for the 139th Session of
the International Coffee Council on
27 March 2025 – virtual meeting**

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization have the honour to invite the Members of the Organization to the 139th Session of the International Coffee Council, to be held virtually on 27 March 2025.

The draft agenda and relevant information to participate in the meeting is attached hereto. We will be honoured to welcome your designated representatives and to benefit from your valuable and constructive contributions to discussions for the betterment of the global coffee sector.

We take this opportunity to express the assurances of our most distinguished consideration.



Tom Fabozzi
Chair
International Coffee Council



Vanúsia Nogueira
Executive Director
International Coffee Organization

ADVANCE INFORMATION FOR PARTICIPANTS

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I. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) wishes to inform ICO Members and observers that a Session of the International Coffee Council (ICC) has been scheduled to take place **virtually on 27 March 2025**.

II. VIRTUAL MEETING SOFTWARE AND INTERPRETATION

2. The 139th Session of the ICC will be held online using the virtual platform **Zoom**; interpretation in the four official languages of the Organization (English, French, Portuguese and Spanish) will be provided. All participants will receive 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 139th Session of the Council 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 will not be able to make verbal interventions. Additional silent observers may be accepted at the request of the Member and following the Secretariat's approval based on credentials received and 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 Members¹ representing respectively at least two-thirds of the votes for each category.*"

V. CREDENTIALS AND REGISTRATION

5. 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 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.

6. Members are requested to ensure that their complete list of credentials reaches the Organization by **no later than 6 March 2025**. Scanned copies of credentials must be sent by email to the Secretariat (credentials@ico.org). It is important to include one email address for each delegate in the official credential letter as this will enable the Secretariat to register all the delegates on Zoom. A model letter is enclosed in Annex II.

7. 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. A model authorization is enclosed in Annex III. Letters of authorization should be sent to credentials@ico.org **no later than 6 March 2025**.

¹ Active Members with voting rights.

VI. ADMISSION OF OBSERVERS

8. As per the provision of Article 11 of the International Coffee Agreement 2007 (ICA 2007), non-member countries and organizations referred to in Articles 15 and 16 of said Agreement may be invited by the Council to attend any of its sessions as an observer.

9. According to Rule 5 of the Rules of the Organization ([ICC-102-7](#)), representatives of non-governmental organizations and private sector associations and bodies wishing to attend the Council Session are invited to submit a request in writing to the Executive Director, indicating the agenda items of interest, at least 45 days prior to the session. A Registration Form for observers is enclosed in Annex IV and should be sent to credentials@ico.org **no later than 10 February 2025**.

10. The Council shall decide on acceptance of observers at the start of each Session.

VII. SESSION

11. The 139th Session of the Council will run at a period between **10:30 to 17:30 GMT on Thursday 27 March 2025**, 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 thanks in advance all Members for their understanding and kind cooperation.

Coordination meetings of exporting and importing Members

12. Spokespersons of exporting and importing Members may request that the Secretariat organize coordination meetings in preparation for and prior to the 139th Session of the Council. The date and time of such meetings, as well as the link to join them, will be shared with Members in due course and at the request of the spokespersons.

VIII. AGENDA

13. The draft agenda for the Council is attached to this document.

14. Members wishing to submit documents for circulation or suggest any additional matters for consideration shall advise the Executive Director in writing **no later than 6 March 2025** or request that the matter be included under "Other Business" at the beginning of the Session when the agenda is considered.

International Coffee Council
139th SessionVirtual Session

27 March 2025

London, United Kingdom

Draft Agenda*

Item	Document
Opening of the 139th Session of the Council	
The Chair of the Council will deliver an opening speech. The Executive Director will deliver welcoming remarks.	
1. Draft Agenda – to adopt	ICC-139-0
2. Admission of observers – to consider	to follow
The Council will decide on acceptance of observers and designate the items on the Agenda open to them.	
3. Votes	
3.1 Redistribution of votes for the 139th Session of the Council for coffee year 2024/25 – to consider and, if appropriate, to approve	to follow
The Head of Operations will report.	
4. International Coffee Agreement (ICA) 2022	
4.1 Membership of the ICA 2022 – to note	ED-2409/22 Rev. 2
The Executive Director will report on progress with reference to signatures and the deposit of instruments of ratification, acceptance and approval of the ICA 2022.	
4.2 Extension of the deadlines for signature and ratification, acceptance or approval of the ICA 2022 – to consider and, if appropriate, to approve	to follow
The Council is requested to consider extending the deadlines for signature and ratification, acceptance or approval of the ICA 2022.	
5. Extension of the International Coffee Agreement (ICA) 2007 – to consider and, if appropriate, to approve	
The Council will consider a draft resolution on the extension of the ICA 2007.	
to follow	
6. Financial and administrative matters	
6.1 Finance and Administration Committee – to note	to follow
The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the Financial Situation.	
6.2 Administrative Accounts of the Organization for financial year 2023/24 and Auditors' Report – to consider and, if appropriate, to approve	to follow
6.3 Accounts of the Special Fund for the financial year 2023/24 and Auditors' Report – to consider and, if appropriate, to approve	to follow

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

6.4 Accounts of the Trust Fund for financial year 2023/24 and Auditors' Report– *to consider and, if appropriate, to approve* to follow

6.5 Promotion Fund – *to note* verbal
As decided in September 2010, the Promotion Fund Accounts are not audited, but are circulated for the information of exporting Members.

6.6 Salary scales – *to consider and, if appropriate, to approve* to follow

7. Report on the work of the ICO and market situation

7.1 Execution of the Programme of Activities – *to note* verbal
The Executive Director will present an interim report (October 2024 to March 2025) on the work of the Organization, highlighting progress, achievements, challenges, opportunities and constraints, with a focus on the execution of the Programme of Activities, including on the Coffee Public-Private Task Force (CPPTF).

7.2 ICO's engagement in the implementation of G7 and other global and regional coffee initiatives – *to note* verbal
The Head of Operations will report.

8 Partnerships

8.1 MoU ICO-AFCA – *to consider and, if appropriate, to approve* to follow
The Head of Operations will report.

9. Report of meetings of committees and other bodies

9.1 Joint Committee – *to note* verbal
The Chair of the Joint Committee will report.

9.2 Focus Group on Specialty Coffee – *to note* verbal
The Executive Director will report.

10. Office holders and committees

10.1 Chair and Vice-Chair and composition of the Private Sector Consultative Board for 2023/24 and 2024/25 – *to consider and, if appropriate, to approve* to follow

11. Credentials – *to consider and, if appropriate, to approve* verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.

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

13. Other business – *to consider* verbal

Closing session verbal

**Draft Agenda subject to changes based on the outcomes of meetings of the committees and Working Groups taking place before the 139th Session of the International Coffee Council.*

REFERENCE DOCUMENTS

[International Coffee Agreement 2007](#)

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

[Rules of the International Coffee Organization](#)

MODEL CREDENTIAL LETTER

Please fill in your Credential Letter on headed paper and send it to credentials@ico.org by
6 March 2025

[Date]

Ms Vanússia Nogueira
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

139th Session of the International Coffee Council
Virtual Session
(27 March 2025)

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 139th Session of the International Coffee Council taking place virtually on 27 March 2025:

[Name] Representative (one person only please) (speaking delegate)
[Title]
[Organization]
[Email address]

[Name] Alternate (speaking delegate)
[Title]
[Organization]
[Email address]

[Name] Adviser(s) (silent observers)
[Title]
[Organization]
[Email address]

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).*

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

Please fill in your authorization on headed paper and send it to credentials@ico.org
by 6 March 2025

[Date]

Ms Vanússia Nogueira
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

139th Session of the International Coffee Council
Virtual Session
(27 March 2025)

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented at the 139th Session but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 139th Session of the International Coffee Council on 27 March 2025.

Yours sincerely,

[Signature]*
[Name]
[Title]
[Member country]

* 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).

REGISTRATION FORM FOR OBSERVERS
139th Session of the International Coffee Council and associated meetings
27 March 2025

Please return this form to credentials@ico.org by 10 February 2025

Category of observer (please tick as appropriate) <ul style="list-style-type: none">• Private sector association/body <input type="checkbox"/>• Non-governmental organization <input type="checkbox"/>	Other <input type="checkbox"/> -----
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Dr / Mr / Mrs / Ms: First name:

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email:

Agenda items of interest:
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