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Working Group for the Entry into Force (WGEF)
of the International Coffee Agreement 2022
12th Meeting
2 July 2026
London, United Kingdom

**Background information on the
WGEF mandate and the documents
to be drafted**

Background

1. At the 11th meeting of the WGEF, the Secretariat presented the list of pending documents to be drafted prior to the entry into force of the International Coffee Agreement (ICA) 2022. Since Members had differing views on the WGEF's mandate to review and draft certain documents, as well as on the urgency of doing so, the Chair of the WGEF agreed to confer with the Secretariat on the matter and to examine it further before reporting back to the WGEF.
2. Following internal consultations and a document review, the Secretariat has gathered background information on the WGEF's mandate and the documents to be drafted (Annex I), in order to facilitate Members' consideration of the way forward.

Action

Members are requested to consider the information contained in Annex I.

BACKGROUND INFORMATION ON THE WGEF'S MANDATE AND THE DOCUMENTS TO BE DRAFTED

1. As per the information contained in document [ICC-135-4](#), in March 2023 the International Coffee Council (ICC), taking into account the approval of the ICA 2022 in June 2022, decided to establish the Working Group for the Entry into Force of the ICA 2022. Open to all Members and initially chaired by Mr Michael Wheeler of Papua New Guinea, the WGEF met for the first time in December 2023 and on ten additional occasions thereafter. In October 2025, Mr Tom Fabozzi of the EU (Ireland) assumed the role of Chair of the WGEF.

List of documents to be drafted

2. As set out in paragraphs 32 to 37 of document [ICC-135-6](#) (*Decisions and Resolutions adopted at the 135th Session of the International Coffee Council*), the Secretariat is to prepare draft documents for examination by the WGEF prior to their submission to the Council for formal consideration and approval. The documents to be drafted can be divided into two groups:

- (a) New documents arising from the introduction of new bodies and provisions under the ICA 2022; and
- (b) Existing documents, mainly rules and regulations, that need updating.

3. At the first WGEF meeting¹, held on 8 December 2023, the Chair presented the relevant list of documents to be drafted and reviewed for the entry into force of the ICA 2022, namely:

- (a) Terms of Reference (ToRs) of the Economics Committee;
- (b) ToRs of the Coffee Public-Private Working Party (CPPWP);
- (c) Methodology for the calculation of votes and contributions;
- (d) Proposal for Members with increased contributions;
- (e) ToRs of the Board of Affiliate Members (BAM);
- (f) Conversion factors; and
- (g) Rules of the Organization.

¹ The full report on the 1st Meeting of the WGEF is contained in document [WGEF-03/23](#).

4. The WGEF initiated its work with the ToRs of the Economics Committee. The above-mentioned list of documents was subsequently referred to on a regular basis at both WGEF meetings and Council sessions during which reports on the WGEF's activities were presented.

5. Below is a brief update on the status of each document on the list originally approved by the WGEF:

(a) ToRs of the Economics Committee

The ToRs of the Economics Committee were first introduced to the WGEF at its second meeting, held in January 2024. Using the ToRs of the Joint Committee as a reference and reflecting discussions among Members, the Secretariat prepared the first draft of the ToRs of the Economics Committee. A revised proposal incorporating further inputs provided by Members was subsequently submitted by the Chair of the WGEF at the time, ahead of the fourth WGEF meeting held in March 2024. A final version of the document, considered ready for submission to the Council for approval following the consensus reached within the WGEF, was presented during the ninth WGEF meeting. However, following additional changes requested by delegations², the document was not submitted to the Council for approval and its revision is pending submission and clearance by the WGEF.

(b) ToRs of the CPPWP

To be drafted. Discussions on the ToRs of the CPPWP began at the second WGEF meeting, held in January 2024, and focused on how to implement the transition from the current Coffee Public-Private Task Force (CPPTF) to the more permanent CPPWP, as well as on the interaction between the CPPWP and the BAM. While remaining central to discussions on the participation of non-governmental stakeholders in the activities of the ICO, the ToRs of the CPPWP were subsequently put on hold in order to prioritize discussions on the BAM.

(c) Methodology for the calculation of votes and contributions

To be drafted. This will consist of a technical note outlining the Council-approved system for the calculation of votes and contributions under the ICA 2022, with the objective of providing a clear and accessible summary to facilitate Members' understanding of the methodology and its practical application.

² Please refer to document [WGEF-27/26](#)

(d) Proposal for Members with increased contributions

To be drafted. In accordance with [ICC Resolution 476](#), and in light of the change in the system of contributions from the one established under the ICA 2007, certain exporting Members, which are developing countries, will face a significant increase in their assessed contributions. Consequently, the Council is expected to consider the establishment of transitional mechanisms and has requested that the Executive Director submit options for a transition period. In this context, bilateral consultations between the Secretariat and the concerned Members will be required in order to develop a set of options to be first presented to the WGEF.

(e) ToRs of the BAM

To be drafted. Dialogue on the BAM began within the broader framework of the participation of non-governmental stakeholders in the activities of the Organization. At the third WGEF meeting, substantive discussions on the ToRs of the BAM were initiated following the submission of draft ToRs by the delegation of India. Subsequent WGEF meetings focused on various aspects of the proposal, including eligibility criteria, application procedures, and the system of contributions, as well as other issues raised by Members. However, discussions reached an impasse on the question of membership and composition of the BAM and were therefore put on hold.

(f) Conversion factors

To be drafted. This document contains the coefficients used to convert different forms of coffee into their green coffee equivalent. These conversion factors ensure comparability, consistency, and transparency of coffee data across Member countries, thereby supporting the reliability of reporting and analysis within the Organization, as well as the calculation of votes and contributions for ICO Members. In accordance with [ICC Resolution 476](#), the Council requested that the Executive Director update and submit for approval the conversion factors for roasted, decaffeinated, liquid, and soluble coffee, as well as to include a conversion factor for premixed coffee, prior to the entry into force of the ICA 2022. An overview is available in document [WGEF-34/26](#).

(g) Rules of the Organization

To be drafted. Paragraph 3 of Article 10 of the ICA 2022 provides that “The Council shall establish such rules and regulations, including its own rules of procedure and the financial and staff regulations of the Organization, as are necessary to carry out the provisions of this Agreement and are consistent therewith.” The current rules of the Organization were approved under the framework of the ICA 2007 and will remain in effect until they are replaced by revised rules. It is advisable to draft the revised rules

once the other relevant documents have been completed, in order to reflect any applicable changes or new elements arising from new bodies or roles under the ICA 2022.

6. At the 11th WGEF meeting, the Executive Director requested that the Secretariat present two additional documents that were not included in the original list approved by the WGEF, but which were nevertheless considered strategic for the future activities and operations of the Organization:

- (a) Financial Rules and Financial Regulations: to be revised in preparation for the entry into force of the ICA 2022, in order to reflect the changes introduced by the new Agreement and replace outdated references. An overview is available in document [WGEF-35/26](#).
- (b) Staff Rules and Regulations: to be revised to ensure consistency in documentary references and, where appropriate, to introduce changes to be agreed upon with the ICO staff. This revision is not necessarily linked to the entry into force of the ICA 2022. An overview is available in document [WGEF-36/26](#).

Mandate and reporting line

7. As per the information contained in the Council Decision approved at the 135th Session of the ICC ([ICC-135-4](#)), as well as in the ToRs of the WGEF approved at its first meeting ([WGEF-02/23](#)), the WGEF is mandated to:

- (a) Draft and review any applicable documents required for the entry into force of the ICA 2022; and
- (b) Submit its recommendations directly to the Council for approval.