



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

Staff Rules and Staff Regulations

Background

1. At the 11th meeting of the WGEF, the Secretariat presented key areas of the Staff Rules and Staff Regulations (document [ICC-119-17](#)) requiring review prior to the entry into force of the International Coffee Agreement (ICA) 2022.

Prior reviews of the Staff Rules and Staff Regulations in the context of the International Coffee Agreement (ICA) 2007

2. Following the entry into force of the ICA 2007 on 2 February 2011, and as approved by the International Coffee Council (ICC), the European Union (EU) appointed an external consultant in September 2014 to conduct a review of the Staff Regulations and Staff Rules, with a view to producing a template for best practice.

3. At the 18th meeting of the Finance and Administration Committee (FAC), held on 28 September 2015, a report by the EU consultant containing a summary table of draft amendments on the revised Staff Regulations and Staff Rules was submitted (document [FA-111/15](#)). The service contract for this work expired on 31 December 2015 and the final version of the report was published in February 2016 under document [FA-125/16](#).

4. Further to discussions held at the meetings of the FAC in March and September 2015, and March and September 2016, the FAC and the ICC decided to form a Working Group to advise them on presenting a definitive version of the draft Staff Regulations and Staff Rules to the FAC and the ICC in March 2017. The Working Group on the Staff Regulations and Staff Rules met on 22 November 2016, 8 February 2017 and 13 March 2017.

5. The revised Staff Regulations and Staff Rules were reviewed by the Executive Director and the Organization's staff, as well as the Working Group on the Staff Regulations and Staff Rules and the FAC, both of which recommended their approval to the ICC, with the proviso that the European Union would be allowed four weeks to review the document.

6. At its 119th Session, held in March 2017, the ICC approved the final draft of the revised Staff Regulations and Staff Rules, as circulated in document [FA-133/16 Rev. 3](#).

ICA 2022: Proposed steps forward

7. A similar approach to the one adopted in the context of the ICA 2007 is proposed. Since the previous review commenced three years after the entry into force of the ICA 2007, the initial review in the context of the ICA 2022 could be limited to basic updates of the current Staff Rules and Staff Regulations. This approach would include bilateral consultations with Members on the timelines (**Annex I**) and key areas requiring initial updates, as identified by the Secretariat (**Annex II**).

8. A more comprehensive review involving an expert could then be undertaken at a later stage, as done previously, subject to the availability of funds.

9. This document proposes a technical preparation phase before the entry into force of the ICA 2022, with the following roles:

- (a) The **WGEF** would serve as lead coordinator, since this is the only body explicitly mandated to deal with transitional issues related to the ICA 2022. In light of this role, the WGEF would be able to request preparatory technical work from the Secretariat and advise on further amendments.
- (b) The **ICC** would be responsible for approving the revised Staff Rules and Staff Regulations.

Action

Members are requested to consider, discuss and, if appropriate, recommend the proposed process to the Council for approval.

**TIMELINE FOR THE REVIEW OF THE
STAFF RULES AND STAFF REGULATIONS**

Process	Potential dates
1. WGEF to define scope and principles and request that the Secretariat prepare initial updates of the Staff Rules and Staff Regulations.	Next WGEF meeting: July 2026
2. Secretariat to draft initial basic amendments of the Staff Rules and Staff Regulations with inputs from the WGEF, conduct bilateral consultations, if needed, and generate a report with technical recommendations, to be shared with the WGEF.	July – August 2026
3. WGEF to decide whether or not to recommend the updated Staff Rules and Staff Regulations.	Proposed WGEF meeting: September 2026
4. ICC to review the recommendations of the WGEF following the meeting in September 2026 and, if appropriate, (i) to approve them; or (ii) to provide feedback and request further amendments. There may also be an option to hire a consultant to carry out a legal review, subject to the availability of funds.	Proposed ICC meeting September 2026
5. WGEF to define scope and principles to amend the Staff Rules and Staff Regulations in depth (potentially with the help of an expert) and request the Secretariat to prepare amendments.	Next WGEF meeting: TBC
6. Secretariat to draft in-depth amendments of the Staff Rules and Staff Regulations with inputs from the WGEF (potentially with the help of an expert), conduct bilateral consultations, if needed, and generate a report with technical recommendations, to be shared with the WGEF.	TBC

**KEY AREAS REQUIRING UPDATES
IN LINE WITH THE ICA 2022**

1. Since the previous review commenced three years after the entry into force of the ICA 2007, and given that there appears to be less urgency compared with the amendment of the Financial Regulations and Financial Rules, the Secretariat proposes that the following initial review of the Staff Rules and Staff Regulations be undertaken during coffee year 2025/26:
 - (a) The ICA 2007 and ICA 2022 contain the same provisions concerning “The Executive Director and the staff”, under Articles 17 and 18, respectively. These are the only articles in the ICA 2007 and ICA 2022 that directly relate to the Staff Rules and Staff Regulations, but a thorough review of both agreements against the existing Staff Rules and Staff Regulations will be necessary.
 - (b) Since the last revision was approved in March 2017, any outdated information will be updated.
2. Any changes relating to staff entitlements will be communicated to the ICO Staff Committee before being recommended by the WGEF or FAC.