



**INTERNATIONAL
COFFEE
ORGANIZATION**

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**Convocation for the 138th Session of the
International Coffee Council and related
meetings 10 – 12 September 2024
London, United Kingdom**

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization have the honour to invite Members of the Organization to the 138th Session of the International Coffee Council and related meetings, to be held in London, United Kingdom, from 10 to 12 September 2024.

The draft agenda and relevant information to participate in the events and meetings are 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.

A handwritten signature in blue ink, appearing to read 'E. Gouthon'.

Enselme Gouthon
Chair
International Coffee Council

A handwritten signature in black ink, appearing to read 'Vanúcia Nogueira'.

Vanúcia Nogueira
Executive Director
International Coffee Organization

INFORMATION FOR PARTICIPANTS*

- **138th Session of the International Coffee Council**
- **6th CEOs and Global Leaders Forum**

CONTENTS		PAGE
I. Venue		3
II. Opening ceremony		3
III. Provisional programme		3
IV. Participation and costs		4
V. Credentials		4
VI. Admission of observers		5
VII. Languages and documentation		5
VIII. Speakers		5
IX. Speakers		5
X. Requests for meetings		5
XI. Visas and accommodation		5
XII. Liability disclaimer		6
Annex I	Draft Agenda of the 138 th Council Session	
Annex II	Model Credential letter	
Annex III	Model example of authorization to represent a Member's interests and exercise its voting rights	
Annex IV	Registration form for observers	
Annex V	Provisional programme	

*The present document contains information concerning the 138th 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. VENUE

1. The 138th Session of the International Coffee Council and the 6th CEOs and Global Leaders Forum (CGLF) will be held at the headquarters of the International Maritime Organization (IMO) in London, United Kingdom, unless stated otherwise in this Convocation.

II. OPENING CEREMONY

2. The opening ceremony of the Council Session – open only to Members, observers and invited guests – will be held on **Thursday 12 September 2024**.

3. For the opening ceremony of the Council and the whole duration of the Session, delegations will be seated in English alphabetical order. Each government's delegation will be assigned a seat for the Head of Delegation and seats for alternates and advisers in the row behind. Specifically identified seating will be available for other participants.

III. PROVISIONAL PROGRAMME

4. Kindly note that while the 138th Session of the International Coffee Council, 6th CEOs and Global Leaders Forum (CGLF) and other events will take place in London from 10 to 12 September, some related meetings will be held online the week commencing 2 September. For further information, please refer to the provisional programme of meetings and events, attached to this document as **Annex V**.

International Coffee Council

5. The draft agenda for the 138th Session of the International Coffee Council is contained in **Annex I**. Members wishing to submit documents for circulation, suggest matters for consideration, or make presentations during the meetings are requested to advise the Executive Director in writing **no later than 20 August 2024**.

6th CEOs and Global Leaders Forum (CGLF)

6. The 6th CGLF will be held **on Wednesday 11 September** as part of the ICO-led structured sector-wide dialogue. This high-profile forum brings together top executives from the coffee value chain, producers, traders, roasters, retailers and policy leaders, together with development partners and civil society. Stakeholders will consider the outcomes of the work of the Coffee Public-Private Task Force (CPPTF) and seek to converge towards measurable commitments and actions for the sustainable future of coffee growers and the whole coffee sector in line with the UN SDGs. A closed session of the CPPTF private sector representatives will also be held on **Wednesday 11 September**.

7. A networking reception will be held in the evening.

Coordination meetings

8. For the 138th Session of the Council, coordination meetings of Members may be held on **Monday 9 September**.

Side events

9. On **Tuesday 10 September** from 18:00 onwards, the Embassy of Switzerland in London will be hosting a side event on coffee sustainability. Further details on how to register will follow.

IV. PARTICIPATION AND COSTS

International Coffee Council

10. Participating governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates at the 138th Session of the International Coffee Council.

11. For the purposes of identification and security, all participants attending the meetings are required to present an identification document with a photo to be able to collect their badge on arrival at the location where the Council will take place.

V. CREDENTIALS

12. 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. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

13. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing 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 the Session is taking place). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

14. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 20 August 2024**. A model letter is enclosed in **Annex II**. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org). Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

15. Members are also reminded that, if they are unable to attend, 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”.

16. A model authorization is enclosed in **Annex III**. Letters of authorization should be sent **no later than 20 August 2024**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org).

VI. ADMISSION OF OBSERVERS

17. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-122-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director of the specific meetings they wish to attend. A registration form for observers is enclosed in **Annex IV** and should be sent to credentials@ico.org **no later than 20 August 2024**.

VII. LANGUAGES AND DOCUMENTATION

18. The official languages of the Organization are English, French, Portuguese and Spanish.

19. Simultaneous interpretation will be available during the Council Session and the CEOs and Global Leaders Forum in the plenary hall.

20. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, delegates are strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

21. Once published, agendas and documents can be downloaded from the ICO website.

VIII. SPEAKERS

22. To facilitate the work of the interpreters and Secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the ICO Secretariat.

IX. SPONSORSHIPS AND PROMOTIONAL ACTIVITIES

23. Sponsorship packages are available for the events, and participants can also reserve spaces to set up promotional booths on 11 and 12 September (including for the preparation and serving of their national coffees). Please contact ottelli@ico.org for further information.

X. REQUESTS FOR MEETINGS

24. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Secretariat & External Relations Officer, Ms Veronica Ottelli, via email ottelli@ico.org.

XI. VISAS AND ACCOMMODATION

Visas and letters of invitation

25. Delegates from certain countries will need a visa to enter the United Kingdom. The United Kingdom visas website ([UK Visas and Immigration](#)) contains an online enquiry form which can be used to determine whether you need to apply for a visa before travelling. Passports must have six months' validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas should request this in writing as soon as possible (seudieu@ico.org), giving details of their full name,

passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

Accommodation

26. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels and special corporate rates kindly made available by the International Maritime Organization (IMO) for participants of meetings held at their headquarters can be found [here](#). The ICO does not accept responsibility for any matters related to accommodation.

XII. LIABILITY DISCLAIMER

27. Delegates are responsible for their own safety at all times.

28. Delegates are advised not to leave briefcases and other personal items unattended.

29. The ICO does not accept responsibility and expressly excludes liability for:

- Any costs related to travel, insurance, medical bills, and hospitalization fees;
- Costs incurred prior to and while travelling (passports, visa, etc.);
- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel and social event venues;
- Death, disability, illness or personal injury suffered in connection with attending the ICC and/or related meetings and activities.

30. In the unlikely occurrence that the 138th Session of the International Coffee Council must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.

International Coffee Council
138th Session
12 September 2024
London, United Kingdom

Draft Agenda

Item	Document
Opening of the 138th 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-138-0
2. Votes	
2.1 Redistribution of votes for the 138th Session of the Council for coffee year 2023/24 - to consider and, if appropriate, to approve to follow The Head of Operations will report.	
3. National coffee policies	
Members are invited to report on progress and changes in the coffee sector and related policies in their countries.	
3.1 Intervention of the Government of Italy – to note	verbal
The Government of Italy will report on the Italian Presidency of the G7 and their national coffee policy and initiatives.	
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 Status of non-member countries that have signed the ICA 2022 – to consider and, if appropriate, to approve to follow The Executive Director will report.	
4.3 Working Group for the Entry into Force of the ICA 2022 (WGEF) – to consider and, if appropriate, to approve to follow The Chair of the Working Group for the Entry into Force of the ICA 2022 will report on the progress made.	
5. Report on the work of the ICO and market situation – to note	
The Executive Director will present a report on the work of the Organization, highlighting verbal progress, achievements, challenges, opportunities and constraints, with a focus on the execution of the Programme of Activities, including on the regulatory framework, partnerships and voluntary contributions.	

5.1	Coffee Development Report (CDR) 2022/23 – to note The Head of Operations will report on the Coffee Development Report 2022/23.	to follow
5.2	Special Fund – to note A report on the use of the Special Fund will be presented.	to follow
6. Financial and administrative matters		
6.1	Finance and Administration Committee – to note The Chair of the Finance and Administration Committee will report on the meeting of the Committee, including the Financial Situation.	to follow
6.2	Report on collection of contributions from Members in arrears– to note The Chair of the Finance and Administration Committee will report.	to follow
6.3	Draft Administrative Budget for coffee year 2024/25 – to consider and, if appropriate, to approve The Chair of the Finance and Administration Committee will report.	to follow
6.4	Distribution of votes for the calculation of contributions for coffee year 2024/25 – to consider and, if appropriate, to approve Documents containing the statistical basis for the proposed distribution of votes for exporting and importing Members and the initial distribution of votes for coffee year 2024/25 will be considered by the Council.	to follow
6.5	Salary scales and basis for contributions to the Provident Fund – to consider and, if appropriate, to approve	to follow
6.6	Publication of documents of an administrative and financial nature – to consider and, if appropriate, to approve	ED-2466/24
6.7	Premises – to consider The Executive Director will report.	ED-2455/24 ED-2464/24 Rev. 1
7. Sustainability and partnerships		
7.1	Coffee Public-Private Task Force (CPPTF) and CEOs & Global Leaders Forum (CGLF) The Executive Director will present: <ul style="list-style-type: none"> The outcome of the 6th CEOs & Global Leaders Forum held on 11 September 2024 – <i>to note the report of the 6th CGLF</i> Recommendations of the CPPTF – Joint Communiqué – <i>to consider and, if appropriate, to approve</i> 	to follow
7.2	Coffee sector regulatory framework – to note The Executive Director will report on the actions identified and taken to address questions related to the latest coffee sector regulations.	verbal
7.3	Funding mechanisms and opportunities for the coffee sector – to note The Head of Operations will report.	verbal
8. Report of meetings of committees and other bodies		
8.1	Joint Committee – to note The Chair of the Joint Committee will report.	verbal
8.2	Focus Group on Specialty Coffee – to note The Executive Director will report.	verbal
9. Office holders and committees		
9.1	Chair and Vice-Chair and composition of committees– to consider and, if appropriate, to approve The spokespersons of the Exporting and Importing Members will submit their nominations for Chairs, Vice-Chairs and members of Committees	to follow

9.2 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

9.3 Chair and Vice-Chair of the Council – to elect verbal
According to Article 10 of the 2007 Agreement, the Chair and the Vice-Chair for coffee year 2024/25 should be elected from among the representatives of exporting and importing Members, respectively.

10. 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.

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

12. Other business – to consider verbal

Closing session verbal

REFERENCE DOCUMENTS

[International Coffee Agreement 2007](#)

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

[Rules of the International Coffee Organization](#)

MODEL CREDENTIAL LETTER

Instructions: Please send your credential letter on headed paper as an attachment to credentials@ico.org by 20 August 2024.

[Date]

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

**138th Session of the International Coffee Council
London, 12 September 2024**

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 138th Session of the International Coffee Council taking place in London on 12 September 2024:

[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 send your authorization on headed paper as an attachment to credentials@ico.org by 20 August 2024

[Date]

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

**138th Session of the International Coffee Council
(London, 12 September 2024)**

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented in London, United Kingdom, but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 138th Session of the International Coffee Council on 12 September 2024.

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
138th Session of the International Coffee Council
12 September 2024, London, United Kingdom

Please return this form to credentials@ico.org by 20 August 2024

Category of observer (please tick as appropriate)	
<ul style="list-style-type: none"> • Non-member country <input type="checkbox"/> • International Organization <input type="checkbox"/> 	<ul style="list-style-type: none"> • PSCB association <input type="checkbox"/> • Other (please specify) <input type="checkbox"/> <p style="text-align: center;">-----</p>

Dr / Mr / Mrs / Ms: First name:.....

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country:

Email:

PROVISIONAL PROGRAMME OF MEETINGS AND EVENTS (as of 9 August)*
138th Session of the International Coffee Council and related meetings

Mon 2 September		Location/room	Open to
11:00 – 14:00	9 th meeting of the Working Group for the Entry into force of the ICA 2022 (WGEF)	Online	ICO Members
Tue 3 September		Location/room	Open to
11:00 – 14:00	61 st meeting of the Finance and Administration Committee	Online	ICO Members
Thu 5 September		Location/room	Open to
13:30 – 15:30	1 st meeting of the Joint Committee	Online	ICO Members

Mon 9 September		Location/room	Open to
09:00 – 13:00	Living & Prosperous Income Sessions	ICO headquarters	CPPTF Sherpas
14:00 – 15:30	Coordination meeting – Exporting Members (TBC)	ICO headquarters	ICO Exporting Members
16:00 – 18:00	EUDR Compliance Best Practices Exchange Session	ICO headquarters	ICO Exporting Members
Tue 10 September		Location/room	Open to
09:00 – 12:00	CPPTF Sherpas-only meeting	ICO headquarters	CPPTF Sherpas
13:30 – 15:30	Italian Presidency of the G7 and private sector stakeholders meeting	Hybrid	Invited private sector stakeholders
16:00 – 17:00	ICO Secretariat's consultation meetings	ICO headquarters	ICO Secretariat and invited participants
18:00 – 21:00	Coffee sustainability event (side event)	Swiss Embassy in London	Invited participants
Wed 11 September		Location/room	Open to
09:00 – 10:30	CGLF Private Sector session	IMO – CR 3-5 Room (1 st floor)	CPPTF's private sector representatives
09:00 – 10:30	Coordination meeting – Importing Members (TBC)	IMO	ICO Importing Members
11:00 – 17:30	6 th CGLF event	IMO – Plenary hall	ICO Members, observers and registered participants
18:00 – 21:00	CGLF networking reception	IMO	Invited participants
Thu 12 September		Location/room	Open to
09:00 – 10:30	International Coffee Council	IMO – Plenary hall	ICO Members, observers
10:30 – 11:00	Coffee break		
11:00 – 12:30	International Coffee Council	IMO – Plenary hall	ICO Members, observers
12:30 – 13:30	Lunch break		
13:30 – 15:00	International Coffee Council	IMO – Plenary hall	ICO Members, observers
15:00 – 15:30	Coffee break		
15:30 – 17:00	International Coffee Council	IMO – Plenary hall	ICO Members, observers

* Please note that the provisional programme will be updated as necessary without the re-circulation of this document.