

Working Group for the Entry into Force
of the International Coffee Agreement 2022
1st Meeting
8 December 2023
London, United Kingdom

**Report on the 1st Meeting of the Working
Group for the Entry into force of the
International Coffee Agreement 2022**

Item 1: Adoption of the Agenda.....	2
Item 2: WGEF Terms of Reference	2
Item 3: List of documents to be drafted/reviewed for the entry into force of the 2022 Agreement.....	2
Item 4: Guidelines and procedures of the WGEF.....	4
Item 5: Frequency and date of next meetings	4
Item 6: Other business	4

1. The Executive Director, Dr Vanúsia Nogueira, welcomed all participants to the first meeting of the Working Group for the Entry into Force of the International Coffee Agreement 2022 (WGEF) and thanked the Chair, Mr Michael Wheeler of Papua New Guinea, and the Vice-Chair, Mr Zoltan Agai of the European Union, for their support.

2. The Chair also greeted those present and provided an outline of the meeting's objectives, explaining that it would serve as an opportunity to talk in broad terms about the relevant issues and documentation.

Item 1: Adoption of the Agenda

3. The agenda contained in document [WGEF-01/23](#) was adopted.

Item 2: WGEF Terms of Reference

4. The Chair presented the draft terms of reference (ToRs) of the WGEF, as contained in document [WGEF-02/23](#). The ToRs were considered by the WGEF and will be used for its operations.

5. Regarding the working language of the WGEF, the Head of Operations clarified that English would be used during meetings, but that relevant documents would be translated into the official languages of the Organization when submitted to the Council for approval.

Item 3: List of documents to be drafted/reviewed for the entry into force of the 2022 Agreement

6. The Chair presented the relevant list of documents to be drafted and reviewed for the entry into force of the 2022 Agreement:

- ToRs of the Economics Committee;
- ToRs of the Coffee Public-Private Working Party (CPPWP);
- Methodology for the calculation of votes and contributions;
- Proposal for Members with increased contributions;
- ToRs of the Board of Affiliate Members (BAM);
- Conversion factors; and
- the Rules of the Organization.

7. He clarified that Members would start to examine said documentation at the following meeting; the first meeting was simply to detail how the WGEF would work and the procedures it was going to follow.

8. The Chair mentioned that the existing ToRs of the Joint Committee ([ICC-136-11](#)) and Coffee Public-Private Task Force (CPPTF; [ICC-129-7](#)) provided a good basis for the ToRs of the Economics Committee and CPPWP, respectively, highlighting that delegations might wish to review the latter more closely given that the CPPWP would be incorporated within the ICA 2022 and no longer a standalone initiative. As for the ToRs of the BAM, he anticipated that these would be more challenging to determine due to the novelty of affiliate membership.

9. Adding to the Chair's comments on the BAM, the Head of Operations mentioned that the United Nations' International Telecommunications Union (ITU), which has a similar form of affiliation for (private) sector representatives, had served and would continue to serve as a reference for affiliate membership. The Chair agreed that that it would be useful to look at existing examples given that discussions related to the BAM would be one of the more intensive exercises.

10. Regarding the Methodology for the calculation of votes and contributions, the Chair stated that while it is already defined in the ICA 2022, a clear summary document would be useful given the complexity of the issue at hand. As for the Proposal for Members with increased contributions, he informed Members that due time and care would be required, given the implications of any such proposal.

11. On the question of conversion factors, in addition to the need to determine those for premixed coffee, the Chair mentioned that recent technological advances meant that all the ratios used were out of date. He asked delegations to consult manufacturers in their countries to ascertain what conversion ratios they were achieving when manufacturing instant coffee and, more importantly, what the average coffee content was of 3-in-1 coffee products produced in their countries.

12. Finally, the Chair highlighted the importance of the new Rules of the Organization, before opening the floor to Members, reiterating his flexibility and keenness to hear any initial comments.

13. The delegate of El Salvador expressed her thanks for the list of documents shared, stating that it provided a good basis for discussion. She acknowledged that the ToRs of the CPPWP would be important to address and enquired as to the timing for the entry into force of the ICA 2022. Anticipating that delegations would need to organize themselves, she also asked whether documents would be discussed one by one or simultaneously, and if a schedule would be followed.

14. The Executive Director clarified that timing was dependent on governments and their completion of the procedures required for the entry into force of the ICA 2022, recognizing that these can be lengthy in certain countries. She also clarified that one new state had already signed the Agreement, with other prospective members also due to sign in the coming weeks, and shared updates about Vietnam and Brazil.

15. The Chair emphasized that the purpose of the WGEF was to prepare everything required for the entry into force of the ICA 2022. He endorsed the statement of the delegate of El Salvador on the fact that the ToRs of the CPPWP, as well as other related issues, were important aspects to address.

16. With respect to the order of discussion of the pertinent documents, the Chair proposed that the simpler topics be addressed first followed by more complex questions later. In this sense, while avoiding the assumption that the ToRs of the Economics Committee would be the same as those of the current Joint Committee, he clarified that this document would be a good place to start. The Chair encouraged Members to start thinking of concrete ideas for the new concepts that would exist under the ICA 2022, highlighting the benefits of a collaborative approach.

17. The delegate of Brazil thanked the Chair and informed Members that he had not been involved in negotiating the ICA 2022. He then enquired as to whether a summary report could be drafted to outline the rationale behind the aforesaid new concepts.

18. The Secretariat and External Relations Officer offered to share relevant reports of the former Working Group on the Future of the International Coffee Agreement (WGFA) to provide the background requested.

Item 4: Guidelines and procedures of the WGEF

19. The Chair reiterated that the working language of the WGEF would be English, that it would be open to all ICO Members that register to participate through the Zoom links provided by the Secretariat, and that meetings would serve as a forum for broad discussions and decision making only. He clarified that drafting would fall under the remit of the Secretariat and that any resulting documents would be submitted to the WGEF for approval.

20. The Chair encouraged Members to share their comments/suggestions in advance to allow proper time for consideration by Members and their capitals and informed them that those shared in advance would be prioritized during meetings. He emphasized that achieving a consensus between Members was his primary concern.

Item 5: Frequency and date of next meetings

21. The dates of future meetings were shared on screen and the Chair informed Members that the schedule would be sent to them in due course.

Item 6: Other business

22. The delegate of El Salvador thanked the Chair for his explanations and requested to see a list of the countries who had already signed and ratified the ICA 2022.

23. The Secretariat shared the list of countries with the Members in attendance.

24. A second delegate from El Salvador suggested that Members prioritize the items that would require longer discussions. She mentioned that the WGEF could refer to other global industries such as petroleum and football, using institutions such as the Organization of the Petroleum Exporting Countries (OPEC), the International Federation of Association Football (FIFA), the Union of European Football Associations (UEFA) and the Confederation of North, Central America and Caribbean Association Football (CONCACAF) as a reference.

25. While agreeing on the importance of the complex issues, the Chair explained the reasoning behind the suggestion to address the simpler documents first, clarifying that no proposals had yet been received. He also acknowledged that there were indeed many organizations to which the WGEF could refer and asked the Secretariat to conduct a review in this sense.

26. With no further topics to address, the Chair confirmed that the WGEF would begin the new year looking at relevant documents, encouraging Members to submit proposals in writing.