



**Convocation for the 133rd Special Session of the
International Coffee Council
8 and 9 June 2022
Virtual Session**

Advance information for participants¹

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Annex I: Model credential letter

Annex II: Model example of authorization to represent a Member’s interests and exercise its voting rights

Annex III: Model letter for non-member countries to request to attend the Council session as an observer

¹ The present document contains information concerning the 133rd Special Session of the International Coffee Council 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. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents her compliments and wishes to inform ICO Members and Observers that a Special Session of the International Coffee Council (ICC) has been scheduled to take place **virtually on 8 and 9 June 2022**.

II. VIRTUAL MEETING SOFTWARE

2. The 133rd Special Session of the ICC will be held online using the virtual platform **Zoom**. The ICO uses the Zoom Platform in order to offer Members interpretation in the official languages as well as to enable Members' representatives that wish so, to join also by video when they intervene. 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 Virtual Meetings 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 would not be enabled to make verbal interventions due to technical constraints. Additional silent observers may be accepted upon request of the Member and the Secretariat's approval based on credentials received and on 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 Members² representing respectively at least two-thirds of the votes for each category."*

5. Members are therefore strongly encouraged to participate in order for the Session to be quorate. **A Member that is unable to participate may authorize another Member to represent its interests and exercise its right to vote** (see paragraph 11).

² Active Members with voting rights.

V. INTERPRETATION

6. Using the Zoom simultaneous interpretation function, the ICO will offer interpretation in the four official languages (English, French, Portuguese and Spanish).

VI. CREDENTIALS AND REGISTRATION

7. 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. Please fill in the online form and upload your Credential Letter at the following link: [133rd ICC Credential Form](#).

8. Given the Session's virtual requirements, Members must submit credentials through the [133rd ICC Credential Form](#) **no later than 25 May 2022**. A model credential letter is attached in Annex I.

9. All delegates listed in the Official Credential form will be automatically registered for the virtual meeting of the Council. It is important to include one email address for each delegate in the official credential letter and when filling in the online credential form. This will enable the Secretariat to register all the delegates on Zoom.

10. 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.

11. A model authorization is enclosed in Annex II. Letters of authorization should be sent via the online form **no later than 25 May 2022**. Scanned copies may be uploaded at [133rd ICC Credential Form](#).

VII. ADMISSION OF OBSERVERS

12. Observers from non-member countries wishing to attend the 133rd Special Session of the Council are requested to inform the Executive Director **no later than 25 May 2022** by email (info@ico.org). A model letter is attached in Annex III. As per paragraph (1) of Article 40 of the ICA 2007, Governments invited to the session of the Council at which an Agreement is adopted can be signatories of such Agreement.

VIII. SESSION

13. The 133rd Special Session of the Council will run at a period between **11:30 to 16:00 (BST) on Wednesday 8 and Thursday 9 June 2022**, 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.

Briefing meeting of Chairs and Vice-chairs

14. For the 133rd Special Session of the Council, a briefing meeting will be held on 6 June 2022 with Chairs and Vice-Chairs of the Council and Committees, as well as the Spokespersons of exporting and importing Members..

Coordination meetings of exporting and importing Members

15. Spokespersons of exporting and importing Members may request the Secretariat to organize coordination meetings in preparation for and prior to the 133rd Special Session of the Council. The date and time of such meetings, as well as the link to join them, shall be shared with Members in due time and upon request of the spokespersons.

IX. AGENDA

16. Detailed agenda for the Council is attached to this document.

17. Members wishing to submit documents for circulation or to suggest any additional matters for consideration are requested to advise the Executive Director in writing **no later than 25 May 2022** or request the matter to be included under“Other Business” at the beginning of the Session when the agenda is considered.

MODEL CREDENTIAL LETTER

Please fill in the online form and upload your Credential Letter on headed paper at
[133rd ICC Credential Form](#)
by 25 May 2022

The original should be submitted as soon as possible thereafter

[Date]

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

133rd Special Session of the International Coffee Council
Virtual Session
(8 and 9 June 2022)

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 133rd Special Session of the International Coffee Council taking place virtually on 8 and 9 June 2022:

[Name] Representative (one person only please) (speaking delegate)

[Title]

[Organization]

[Name] Alternate (speaking delegate)

[Title]

[Organization]

[Name] Adviser(s) (silent observers)

[Title]

[Organization]

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 the online form and upload your authorization as an attachment at
[133rd ICC Credential Form](#)
by 25 May 2022**

[Date]

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

**133rd Special Session of the International Coffee Council
Virtual Session
(8 and 9 June 2022)**

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented at the 133rd Session but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 133rd Session of the International Coffee Council on 8 and 9 June 2022.

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).*

MODEL LETTER – REQUEST TO ATTEND THE COUNCIL SESSION AS AN OBSERVER

Please send the letter to info@ico.org no later than 25 May 2022

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

133rd Special Session of the International Coffee Council Virtual Session (8 and 9 June 2022)

Dear Ms Nogueira,

I am pleased to inform you that [country] would like to attend the 133rd Special Session of the International Coffee Council taking place virtually on 8 and 9 June 2022 as Observer and will be represented by the following delegates:

[Name] Representative (silent observer)
[Title]
[Organization]
[Email address]

[Name] Representative (silent observer)
[Title]
[Organization]
[Email address]

Yours sincerely,

[Signature]*
[Name]
[Title]

**To be signed by a representative of the relevant Ministry or government agency of the Country or by a representative of the Diplomatic Mission of the Country concerned either in the country where the seat of the Organization is located or a country that has the United Kingdom under its jurisdiction.*



International Coffee Council
133rd Special Session
Virtual Session
8 and 9 June 2022
London, United Kingdom

Draft Agenda

Item	Document
Opening of the 133rd Session of the Council	
1. Draft Agenda – <i>to adopt</i>	ICC-133-0
2. Votes – <i>to consider and, if appropriate, to approve</i>	
2.1 Revised initial distribution of votes for coffee year 2021/22	ICC-133-1 ICC-133-2
The Head of Operations will report.	
3. Draft of the new International Coffee Agreement (ICA) – <i>to consider and, if appropriate, to approve</i>	WP-Council 322/22 WP-Council 323/22 WP-Council 324/22 WP-Council 325/22
The Executive Director will report.	
4. Credentials – <i>to consider and, if appropriate, to approve</i>	verbal
The Chair will examine the credentials with the assistance of the Secretariat and report to the Council.	
5. Future meetings – <i>to note</i>	verbal
Members are invited to suggest topics for presentations during the next Session, for inclusion on the Agenda, and improvements to future meeting arrangements.	

6.	Other business – <i>to consider</i>	verbal
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7.	Closing session	verbal
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The Chair of the Council will deliver the closing remarks.