



**INTERNATIONAL
COFFEE
ORGANIZATION**

ED 2414/22

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**Convocation for the 134th Session of
the International Coffee Council
and associated meetings: 3 to 7
October 2022 – Bogotá, Colombia**

The Chair of the International Coffee Council and the Executive Director of the International Coffee Organization have the honour to invite all Members of the Organization to the 134th session of the International Coffee Council and associated meetings to be held in Bogotá, Colombia, from 3 to 7 October 2022.

The draft agenda and relevant documentation of such an important global meeting can be found attached. The attendance of delegations from all ICO Members in this historic meeting where the new International Coffee Agreement of 2022 will be opened for signature will be key.

We will be honoured to receive the representatives of your Government in Bogotá and to welcome your valuable and constructive contributions to discussions for the benefit of the global coffee sector.

We take this opportunity to express the assurances of our most distinguished consideration.

Ambassador Iván Romero-Martínez
Chair
International Coffee Council

Vanúsia Nogueira
Executive Director
International Coffee Organization

ADVANCE INFORMATION FOR PARTICIPANTS*

- **International Coffee Council**
- **4th CEO and Global Leaders Forum**
- **Finance and Administration Committee**
- **Statistics Committee**
- **Projects Committee**
- **Promotion and Market Development Committee**

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*The present document contains information concerning the 134th 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. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents her compliments and wishes to inform ICO Members and observers that the 134th Session of the International Coffee Council and associated meetings will be held in Bogotá – Colombia from 3 to 7 October 2022.

II. VENUE

2. The 134th Session of the International Coffee Council and associated meetings will be held in Bogotá – Colombia at Corferias (Carrera 37 # 24 – 67, Bogotá, Colombia). Circular buses will be available everyday, providing transportation between the hotels listed in Annex V and Corferias/the other official locations (welcome cocktail and closing dinner).

III. OPENING CEREMONY

3. The opening ceremony, open only to Members, observers and invited guests, will be held on Thursday 6 October 2022. The International Coffee Agreement 2022 will be also opened for signature on the same day during the Council Session (please refer to Annex VII for further information on the required steps to sign the ICA 2022).

4. For the Opening Ceremony, Council session and Committee meetings, delegations will be seated in English alphabetical order. Each Government 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.

5. Delegates are reminded that mobile telephones should be either switched off or switched to silent mode during all proceedings.

IV. PROVISIONAL PROGRAMME

6. The draft agenda for the 134th Council Session (Annex I) and a provisional programme (Annex VI) of the meetings and events are attached to this document.

7. Members wishing to submit documents for circulation, to suggest matters for consideration, or to make presentations during the meetings are requested to advise the Executive Director in writing **no later than 3 September 2022**.

Side events

8. The following side events will take place in Bogotá during the week starting 3 October 2022:
- “Cafés de Colombia – Expo 2022” (<https://cafesdecolombiaexpo.com/>) will take place at Corferias from 5 to 8 October.
 - City tour of Bogotá on Saturday 8 October 2022
 - Visit to the coffee farm “Arbelaez Cundinamarca” on Sunday 9 October 2022

9. Delegates and invited observers can register for the city tour on 8 October and for the visit on 9 October by contacting lopez@ico.org.

V. PARTICIPATION AND COSTS

10. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

VI. CREDENTIALS

11. 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.

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

13. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 12 September 2020**. A model letter is enclosed in Annex I. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter. Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

14. 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.

15. A model authorization is enclosed in Annex II. Letters of authorization should be sent **no later than 12 September 2022**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter.

VII. ADMISSION OF OBSERVERS

16. 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 12 September 2022**.

VIII. REGISTRATION AND LIST OF PARTICIPANTS

17. As stated in Rule 3 of the Rules of the Organization, each Member shall be represented by one representative, who may be assisted by alternates and advisers. Each delegation shall have a Head of delegation. Any alternate or adviser may act as a representative upon instruction of the Head of the delegation.

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

Registration of Heads of State, Heads of Government, Ministers and Ambassadors

19. Delegations are strongly recommended to submit the names of attending Heads of State, Heads of Government, Ministers or Ambassadors to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

List of participants

20. A provisional list of delegates will be available on the first day of the Session, to be revised at a later date.

21. Delegations are requested to notify, in writing, the staff at the Registration Desk or the ICO staff at the venue of any subsequent changes in the information in the provisional list of delegates, so that records for the final list of delegates may be kept up to date and accurate.

IX. LANGUAGES AND DOCUMENTATION

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

23. Simultaneous interpretation will be available.

24. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, **only one set of documents on agenda items that require a decision will be printed for each delegation**. Delegates are therefore strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

25. Once published, agendas and documents can be downloaded from the ICO website or the password for restricted documents will be provided to Members only.

X. SPEAKERS

26. 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.

XI. REQUESTS FOR MEETINGS

27. 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.

XII. VISAS AND ACCOMMODATION

Visas and letters of invitation

28. Delegates from certain countries will need a visa to enter Colombia (further information can be found at https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos and in Annex VIII). Passports must have six months' validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meetings should request this in writing **as soon as possible** (ottelli@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 Colombian Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

Accommodation

29. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached to this document.

XIII. LIABILITY DISCLAIMER

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

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

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

- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel and social event venues.
- Death or personal injury suffered at the meeting.

33. In the unlikely occurrence that the 134th Session of the International Coffee Council and associated meetings 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
134th Session
6 and 7 October 2022
Bogotá, Colombia

Draft Agenda

Item

Document

Opening of the 134th Session of the Council

The Chair of the Council will deliver an opening speech.

1. Draft Agenda – to adopt ICC-134-0

2. Votes – to consider and, if appropriate, to approve

2.1 Redistribution of votes for coffee year 2021/22 [ICC-134-4](#)
The Head of Operations will report.

2.2 Initial distribution of votes for coffee year 2022/23 [ICC-134-3](#)
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 2022/23 will be considered by the Council.

3. International Coffee Agreement (ICA) 2022 [ED-2409/22](#)
[ICA 2022](#)

The Chair of the Council will formally open the International Coffee Agreement 2022 for signature to Contracting Parties to the International Coffee Agreement 2007 and Governments invited to the 133rd International Coffee Council session held in June 2022.

4. Report on the work of the ICO and market situation – to note verbal

The Executive Director will present a report on the work of the Organization, highlighting the progress, achievements, challenges, opportunities and constraints, with a focus on the execution of the programme of activities, including on partnerships and voluntary contributions.

4.1	Proposal for the ICO theme for coffee year 2022/23 – to note The Head of Operations will report.	verbal
5.	Financial and administrative matters	
5.1	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.	FA-318/22 Rev. 1 FA-334/22
5.2	Report on collection of contributions from Members in arrears– to note The Chair of the Finance and Administration Committee will report.	FA-333/22
5.3	Programme of Activities for coffee year 2022/23 – to consider and, if appropriate, to approve The Chair of the Finance and Administration Committee will report.	FA-332/22 Rev. 1
5.4	Draft Administrative Budget for the financial year 2022/23 – to consider and, if appropriate, to approve The Chair of the Finance and Administration Committee will report.	FA-318/22 Rev 1
6.	Sustainability and Partnerships	
6.1	Coffee Public-Private Task Force (CPPTF) and CEO & Global Leader Forum (CGLF) The Executive Director will present: <ul style="list-style-type: none"> • The outcome of the 4th CEO & Global Leaders Forum held on 5 October 2022 – <i>to note the report of the 4th CGLF</i> • Recommendations of the CPPTF - <i>to consider and, if appropriate, to approve</i> • Nomination of Sherpas to fill two vacant posts to represent ICO exporting and importing Members in the Task Force from 2022-2023 – <i>to consider and, if appropriate, to approve.</i> 	CPPTF-8/22
6.2	Report on the implementation of Memorandums of Understanding (MoUs) and new cooperation agreements – to consider and, if appropriate, to approve The Head of Operations will report.	verbal
6.3	Sustainable coffee production in Brazil	verbal
7.	Coffee sector regulations and due diligence – to note The Executive Director will report on the actions identified and taken to address questions related to the latest coffee sector regulations.	verbal
7.1	Report of the Private Sector Consultative Board (PSCB) on coffee sector regulations The Chair of the PSCB will report.	

7.2 Report of the Coffee Public-Private Task Force (CPPTF) on coffee sector regulations

The Secretariat will report.

7.3 Report of the 4th CEO & Global Leaders Forum (CGLF) on coffee sector regulations

The Secretariat will report.

8. World Coffee Conference – *to note*

verbal

The representative of India will report on the situation concerning the 5th World Coffee Conference scheduled to take place in 2023.

9. Report of meetings of committees and other bodies – *to consider and, if appropriate, to approve*

The Chairs/Vice-Chairs of the committees and other bodies will report.

9.1 Report on compliance with Statistical rules – Statistics Committee: *to note* [SC-117/22](#)

9.2 Certificates of Origin – Statistics Committee: *to consider and, if appropriate, to recommend for approval* [SC-118/22](#)

9.3 Statistics Roundtable – Statistics Committee: *to note* verbal

9.4 Procedure for Addressing Significant Discrepancies in Exports/Imports Monthly Report – Statistics Committee: *to consider and, if appropriate, to recommend for approval* [SC-116/22](#)

9.5 ICO Special Fund – Promotion and Market Development Committee: *to note* verbal

9.6 ICO Market Development Toolkit – Promotion and Market Development Committee: *to note* verbal

9.7 International Coffee Day (ICD) – Promotion and Market Development Committee: *to note* verbal

9.8 New projects and funding opportunities – Projects Committee: *to note* verbal

9.9 Report on the 53rd meeting of the Private Sector Consultative Board – *to note* verbal

10. Office holders and committees

10.1 Chair and Vice-Chair and composition of committees – *to consider and, if appropriate, to approve* [WP-Council 327/22](#)

The Council will consider and approve the composition of the following committees for 2022/23:

- Core Group for the Consultative Forum
(6 exporting, 4 importing Members)
- Finance and Administration Committee
(6 exporting, 5 importing Members)
- Projects Committee
(8 exporting, 3 importing Members)
- Promotion and Market Development Committee
(8 exporting, 3 importing Members)
- Statistics Committee
(8 exporting, 3 importing Members)

10.2 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 2022/23 should be elected from among the representatives of importing and exporting Members, respectively.

11. 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.

12. 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. verbal

13. 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](#)

[Terms of reference for Committees and advisory bodies](#)

[Office Holders for 2021/22](#)

Summarized agenda of the 134th Session of the International Coffee Council

Thursday 6 October 2022

Time	Item	Duration (mins)	Document	Requires Council approval?
09:30	Opening of the 1st day of the 134th Session of the Council	20	-	-
09:50	1. Draft Agenda	5	ICC-134-0	X
09:55	2. Votes	-	To follow	X
	2.1 Redistribution of votes for coffee year 2021/22	5		
	2.2 Initial distribution of votes for coffee year 2022/23			
10:00	3. International Coffee Agreement 2022	60	ICA 2022 ED 2409/22	-
11:00	<i>Coffee Break</i>	30	-	-
11:30	3. International Coffee Agreement 2022 (cont.)	90	-	-
13:00	<i>Lunch Break</i>	90	-	-
14:30	4. Report on the work of the ICO and market situation	20	-	-
14:50	4.1 Proposal for the ICO theme for coffee year 2022/23	10	-	-
15:00	5. Finance and administrative matters	-	To follow	X
	5.1 Finance and Administration Committee	10	To follow	X
15:10	5.2 Report on collection of contributions from Members in arrears	5	To follow	X
15:15	5.3 Programme of Activities for coffee year 2022/23	20	To follow	X
15:35	5.4 Draft Administrative Budget for the financial year 2022/23	45	To follow	X
16:20	<i>Coffee Break</i>	25	-	-
16:45	6. Sustainability and Partnerships	-	-	-
	6.1 Coffee Public-Private Task Force (CPPTF) and CGLF	50	To follow	X
17:35	6.2 Report on the implementation of MoUs and cooperation agreements	30	-	-
18:05	Closing of the 1st day of the 134th Session of the Council	5	-	-

Friday 7 October 2022

Time	Item	Duration (mins)	Document	Requires Council approval?
09:00	Opening of the 2nd day of the 134th Council Session	10	-	-
09:10	7. Coffee sector regulations and due diligence	5	-	-
09:15	7.1 Report of the PSCB on coffee sector regulations	10	-	-
09:25	7.2 Report of the CPPTF on coffee sector regulations	10	-	-
09:35	7.3 Report of the 4 th CGLF on coffee sector regulations	10	-	-
09:45	Discussion on coffee sector regulations	60	-	-
10:45	<i>Coffee Break</i>	30	-	-
11:15	Discussion on coffee sector regulations	30	-	-
11:45	8. World Coffee Conference	15	-	-

12:00	9. Report of meetings of committees and other bodies	-	-	-
	9.1 Report on compliance with Statistical rules	15	To follow	X
12:15	9.2 Certificates of Origin	20	To follow	X
12:35	9.3 Statistics Roundtable	5	-	-
12:40	9.4 Procedure for Addressing Significant Discrepancies	30	To follow	X
13:10	<i>Lunch Break</i>	80	-	-
14:30	9.5 ICO Special Fund	15	-	-
14:45	9.6 ICO Market Development Toolkit	20	-	-
15:05	9.7 ICD	15	-	-
15:20	9.8 New projects and funding opportunities	15	-	-
15:35	9.9 Report of the Chair of the PSCB	10	-	-
15:45	10. Office holders and Committees	30	To follow	X
16:15	11. Credentials	5	-	-
16:20	12. Future meetings	10	-	-
16:30	13. Other business	15	-	-
16:45	Closing session	15	-	-

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 12 September 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

**134th Session of the International Coffee Council
(Bogotá, 3 to 7 October 2022)**

Dear Ms Nogueira,

I am pleased to inform you that [country] will be represented by the following delegates at the 134th Session of the International Coffee Council taking place in Bogotá from 3 to 7 October 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 send your credential letter on headed paper as an attachment to credentials@ico.org by 12 September 2022

The original should be submitted as soon as possible thereafter

[Date]

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

**134th Session of the International Coffee Council
(Bogotá, 3 to 7 October 2022)**

Dear Ms Nogueira,

I regret to inform you that the Government of *[insert Member country]* will not be represented in Bogotá, Colombia, but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 134th Session of the International Coffee Council from 3 to 7 October 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).*

REGISTRATION FORM FOR OBSERVERS
134th Session of the International Coffee Council and associated meetings
3 to 7 October 2022, Colombia

Please return this form to credentials@ico.org by 12 September 2022

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>-----</p>

Attendance: I will attend the following meetings/events to be held in Bogotá, in October 2022 (please tick as appropriate):	
134 th Session of the International Coffee Council	
CEO and Global Leaders Forum	
Statistics Committee	
Projects Committee	
Promotion and Market Development Committee	
Private Sector Consultative Board	

Dr / Mr / Mrs / Ms: First name:

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email:

LIST OF HOTELS – 134th ICC Session in Bogotá, Colombia
All prices reflect indicative corporate rates

Name of Hotel	Classification	Room Type	Rate	Meeting Room(s)	Distance from Venue
<u>Hilton Corferias</u> (This hotel is within the Corferias exhibition centre)	★★★★★	Deluxe Room	US\$218	2 Conference Rooms	Walking distance: 1 min (0.1 km)
		Executive Room	US\$256		
		Deluxe suite room	US\$374		
		Superior Suite	US\$419		
		Presidential Suite	US\$521		
<u>Grand Hyatt</u>	★★★★★	Grand Club King bed	US\$259	4 Conference Rooms	Walking distance: 45 min (2.3 km)
		Grand Suite	US\$291		
		Corner Suite	US\$307		
		Grand Executive Suite	US\$384		
		Suite Diplomatic Suite Presidential	US\$469 US\$681		
<u>NH urban calle 26</u>	★★★★★	Standard	US\$58.90	5 Conference Rooms	Walking distance: 12 min (0.9 km)
		Superior	US\$62.42		
		Junior Suite	US\$65.37		
<u>Regency Boutique La Feria</u>	★★★★★	Standard Double Room	US\$42.97	2 Conference Rooms	Walking distance: 12 min (0.9 km)
		Junior Suite Room	US\$45.74		
		Junior Suite Room	US\$49.43		

PROVISIONAL PROGRAMME OF MEETINGS AND EVENTS
134th Session of the International Coffee Council and associated meetings
3-7 October 2022, Bogotá, Colombia: as of 1 September 2022

Sun 2 October		Location/room	Open to	Notes
15:00 – 18:00	Registration	Hilton Corferias Lobby	ICO Members and observers	Accreditation/registration of delegates
Mon 3 October		Location/room	Open to	Notes
08:00 – 18:00	Registration	Hilton Corferias Lobby	ICO Members and observers	Accreditation/registration of delegates
13:30 – 15:00	Coordination meetings	Corferias	ICO Exporting and Importing Members	Rooms to be confirmed on the day of the meetings.
15:00 – 15:30	Coffee Break	Corferias		
15:30 – 17:30	Finance and Adm. Committee	Corferias 5A	ICO Members	
Tues 4 October		Location/room	Open to	Notes
08:00 – 18:00	Registration	Hilton Corferias Lobby	ICO Members and observers	Accreditation/registration of delegates
09:30 – 11:30	Joint Committees	Corferias 5A	ICO Members and observers	
11:30 – 13:30	Private Sector Consultative Board	Corferias 5A	ICO Members, PSCB representatives, observers	
13:30 – 14:30	Lunch Break	Corferias		
14:30 – 17:00	CPPTF Sherpas only meeting	Corferias 5A	CPPTF Public and Private Sherpas	Closed meeting
19:00 – 22:00	Welcome Cocktail	FNC		Circular buses from Corferias to FNC
Weds 5 October		Location/room	Open to	Notes
08:00 – 18:00	Registration	Hilton Corferias Lobby	ICO Members and observers	Accreditation/registration of delegates
08:00 – 09:00	Breakfast at 4 th CEOs Global Leaders Forum	Corferias	ICO Members and invited participants	
09:00 – 10:25	4 th CEOs Global Leaders Forum	Corferias 5A	ICO Members and invited participants	
10:25 – 10:45	Coffee Break	Corferias	ICO Members and invited participants	
10:45 – 13:00	4 th CEOs Global Leaders Forum	Corferias 5A	ICO Members and invited participants	
13:00 – 14:30	Lunch Break	Corferias	ICO Members and invited participants	
14:30 – 17:00	4 th CEOs Global Leaders Forum	Corferias 5A	ICO Members and invited participants	
17:00 – 18:00	Network drinks	Corferias	ICO Members and invited participants	

Thurs 6 October		Location/room	Open to	Notes
09:30 – 11:00	Council	Corferias 5A	ICO Members and observers	Opening ceremony
11:00 – 11:30	Coffee Break			
11:30 – 13:00	Council	Corferias 5A	ICO Members and observers	
13:00 – 14:30	Lunch Break	Corferias		
14:30 – 16:20	Council	Corferias 5A	ICO Members and observers	
16:20 – 16:45	Coffee Break			
16:45 – 18:05	Council	Corferias 5A	ICO Members and observers	
19:30 – 22:30	Closing Dinner	Andrés Carne de Res	ICO Members and invited participants	Circular buses from Corferias to the restaurant
Fri 7 October		Location/room	Open to	Notes
09:00 – 10:45	Council	Corferias 5A	ICO Members and observers	
10:45 – 11:15	Coffee Break	Corferias		
11:15 – 13:10	Council	Corferias 5A	ICO Members and observers	
13:10 – 14:30	Lunch Break	Corferias		
14:30 – 17:00	Council	Corferias 5A	ICO Members and observers	Closing session
Sat 8 October		Location	Open to	Notes
07:00 – 12:30	City tour	La Candelaria, Bogotá	Registered participants	Please contact lopez@ico.org to register.
Sun 9 October		Location	Open to	Notes
06:30 – 17:30	Visit to coffee farm	Arbelaez Cundinamarca	Registered participants	Please contact lopez@ico.org to register.

OPENING FOR SIGNATURE OF THE INTERNATIONAL COFFEE AGREEMENT 2022*

SUMMARY OF STEPS FOR SIGNATURE OF THE ICA 2022 FOR ICO MEMBERS WISHING TO SIGN THE NEW AGREEMENT AT THE 134TH SESSION OF THE INTERNATIONAL COFFEE COUNCIL IN BOGOTÁ, COLOMBIA

**Prepare instrument of Full Powers for the proposed signatory
(in accordance with Annex IV of document ED 2409/22)**



**Submit the instrument of Full Powers by hand, mail or scanned copy sent by email to the
ICO Secretariat for advance verification**



**Inform the ICO Depositary Office of intention to sign the ICA 2022 in Colombia
(Tel: +44 (0) 20 7612 0600, Email: depositary@ico.org)**



Attend the 134th Session of the Council in Bogotá:

- Present original Full Powers (if sent as a scanned copy previously)
- Sign the ICA 2022

*Kindly note the ICA 2022 will remain open for signature from 6 October 2022 (opening for signature ceremony in Bogotá) until 30 April 2023 at the ICO Depositary Office in London, United Kingdom. Further information on the complete procedures for membership of the International Coffee Agreement 2022 (signature, ratification, entry into force, etc.) is contained in document ED [2409/22](#).

LIST OF ICO MEMBER COUNTRIES REQUIRING A VISA TO ENTER COLOMBIA

As stated by the Colombian Ministry of Foreign Affairs, the following ICO Member countries will require a visa to enter Colombia for the 134th Session of the ICC.

Further information can be found at https://www.cancilleria.gov.co/tramites_servicios/visa/requisitos. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

- Angola
- Burundi
- Cameroon
- Central African Republic
- Cote d'Ivoire
- Cuba*
- Democratic Republic of Congo
- Ethiopia
- Gabon
- Ghana
- India**
- Kenya
- Liberia
- Madagascar
- Malawi
- Nepal
- Nicaragua***
- Nigeria
- Rwanda
- Sierra Leone
- Tanzania
- Thailand**
- Timor-Leste
- Togo
- Tunisia
- Vietnam**
- Yemen
- Zambia
- Zimbabwe

* Those with a diplomatic or official passport will not need to request a visa.

** Those with a valid US visa/residence permit or a Schengen visa will not need to request a visa.

*** Visas are not required for nationals of the Republic of Nicaragua proven to be native to the autonomous regions of the North Caribbean Coast and South Caribbean Coast, or for Nicaraguan holders of a valid US or Canadian visa/residence permit or a Schengen visa.