



# COMMITTEE ON COMMODITY PROBLEMS

## INTERGOVERNMENTAL GROUP ON TEA

### TWENTY-FOURTH SESSION

23 February 2022

### PROVISIONAL TIMETABLE

#### Executive Summary

- This document presents the Provisional Timetable of the 24th Session of the Intergovernmental Group on Tea (IGG-Tea), indicating the action expected by the Group for each of the agenda items.
- Delegates are kindly invited to note that the 24th Session of the IGG-Tea will be held in virtual mode, through the Zoom videoconferencing platform.
- Details of the “Special Procedures for a Virtual Meeting of the IGG exceptional to its 24th Session” are presented in the Annex to this document.

*Queries on the substantive content of the document may be addressed to:*

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**Wednesday 23 February 2022**

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**Morning (10:00 - 12:30 hours CET)****Item I Organizational Matters**

- A. Election of the Chairperson and Vice-Chairpersons
- B. Adoption of the Provisional Agenda and Timetable (CCP: TE 22/1; CCP: TE 22/INF.1)
- C. Statement by the Director-General (CCP: TE 22/INF.2)

**Item II Market developments and emerging issues**

- A. Current global market situation and emerging issues (CCP: TE 22/CRS 1): *for information and discussion*
- B. Market developments in selected countries: *for information and discussion*

**Afternoon (14:00 - 16:30 hours CET, or later if required)****Item III Factors affecting demand and supply**

- A. Roundtable on the impact of COVID-19 on the tea market

**Item IV Intergovernmental action**

(CCP: TE 22/CRS 2, CCP: TE 22/CRS 3)

- A. Reports from the Chairs of the Working Groups: *for information and discussion*
  - i. Working Group on Maximum Residue Levels (MRLs)
  - ii. Working Group on Tea Trade and Quality
  - iii. Working Group on Organic Tea
  - iv. Working Group on Climate Change
  - v. Working Group on Global Tea Market Analysis and Promotion
  - vi. Working Group on Smallholders

**Item V International Tea Day**

*for information*

**Item VI Activities in other Organizations**

*for information*

**Item VII Other matters**

- A. Arrangements for the next session
- B. Any other business

**Item VIII Adoption of the report**

## ANNEX

### **SPECIAL PROCEDURES FOR A VIRTUAL MEETING OF THE INTERGOVERNMENTAL GROUP ON TEA EXCEPTIONAL TO ITS 24TH SESSION**

1. The procedures outlined in this Annex apply on an exceptional basis for the 24th Session of the Intergovernmental Group (IGG) on Tea in light of the measures to contain the COVID-19 pandemic and the resulting virtual modality of this IGG Session. The adoption of such procedures shall not create a precedent for the working methods of the Group for any of its future Sessions.

#### **FUNCTIONS OF THE IGG-TEA**

2. Established by the Committee of Commodity Problems (CCP) at its Forty-fourth Session (1969) as the Consultative Committee on tea, the functions of the IGG-Tea include the following:

- (a) provide a forum for consultations on and studies of all problems connected with tea;
- (b) conduct a continuing review of short and long term developments in tea production, consumption, trade and prices;
- (c) study market structure and the promotion of tea consumption; and
- (d) consider international action and prepare proposals for submission to governments.

3. The virtual modality of the 24th Session of the IGG-Tea does not alter any of the functions of the Group outlined above.

#### **CONDUCT OF DEBATE**

4. All plenary meetings of the 24th Session of the IGG-Tea will be conducted through the Zoom videoconferencing platform. Members and Observers will be granted equal accessibility and capability inside the Zoom meeting platform, ensuring their ability to be seen and to view the attendants in the virtual meeting. The Chairperson might give priority to Members during the interventions.

5. Simultaneous interpretation in all six official languages of the Organization will be provided for the 24th Session of the IGG-Tea.

6. In line with established practice, at the end of debate of each agenda item, the Chairperson will make a summary of the conclusions and recommendations emerging from the debate.

7. The Chairperson's conclusions will be displayed to all Members and Observers of the 24th Session of the IGG through the 'share screen' function on the Zoom videoconferencing platform. Any adjustments to the text will be made on the screen in real time, unless otherwise specifically agreed by the Group.

#### **AGENDA, TIMETABLE AND DOCUMENTATION**

8. All documents for the Session are prepared and disseminated by the Secretariat as per established practice.

9. The time zone applicable to the 24th Session of the IGG-Tea will be Central European Time (GMT+1). This is the time zone of the headquarters of the Organization, and the location of the meeting as if it were held as a physical meeting.

10. The meetings of the 24th Session of the IGG-Tea will be scheduled from 10:00 to 12:30 hrs in the morning and from 14.00 to 16.30 hrs in the afternoon (or later if required).

11. All documents for the Session are posted on the Group's webpage, as they become available, at <https://www.fao.org/markets-and-trade/commodities/tea/fao-intergovernmental-group-on-tea/en/>.

12. Brief introductions to Agenda items will be delivered in the virtual plenary at the opening of each item, highlighting any new developments since the preparation of the documents.

13. All other working methods of the IGG in relation to its Agenda, Timetable and documentation will be applied to the 24th Session of IGG-Tea in accordance with established practice.

## **REPORTS AND RECORDS**

14. The Report of the 24th Session of the IGG-Tea will record the Group's consensus on the amended modalities for the Session, adopted on an exceptional basis, outlined in this Note.

15. All other working methods of the Group in relation to Reports and records of the meeting will be applied to the 24th Session of the IGG-Tea, in line with established practice.

## **VOTING PROCEDURES**

16. The decisions of the Committee shall be ascertained by the Chairperson and are normally taken by consensus. If resorting to a vote becomes necessary, under virtual meeting conditions such a vote would have to take place by roll call.

17. In case a decision has to be taken by roll call vote in a virtual setting, such a vote would be conducted through the following procedure. The Chairperson reads the question that is subject to the vote, the Chairperson or Secretary reads the names of Members in English alphabetical order (starting from a country drawn by lot) and waits for the reply of each Member. Members must clearly pronounce "Yes", "No" or "Abstention". The Member representative voting must enable their video function on the Zoom platform during the vote. Members of the Secretariat take note of the replies and count the votes. The results are announced by the Chairperson.