

40 YEARS

International Coffee Organization



International Coffee Council 89th Session

MANUAL FOR DELEGATES

This manual contains basic information for delegates to the International Coffee Council session which will be held in Colombia in September 2003. It includes information on the host city's hotels, the Conference Centre, transport, etcetera. Services available in Cartagena de Indias and other places can be found in "General Information on Colombia".

Cartagena de Indias, Colombia

15 to 19 September 2003

WELCOME

Welcome by the ICO Executive Director, Néstor Osorio

I am delighted to be able to invite Member Governments and observers to attend the 89th session of the International Coffee Council and the Seminar on Coffee and Health which will take place in Cartagena de Indias, Colombia from 15 to 19 September 2003.

The event is being held in Colombia at the generous invitation of the Colombian Government, to mark the 40th anniversary of the International Coffee Organization. It is the first time that a session of the International Coffee Council has been held outside the ICO headquarters in London.

The National Federation of Coffee Growers of Colombia (FEDERACAFE) is working tirelessly to prepare a memorable week of meetings and events, in one of the oldest and most beautiful cities in Colombia, and I very much hope that you will be able to join me and other delegates in celebrating this landmark anniversary in the history of the Organization.

I should particularly like to highlight a very interesting tour of the coffee-growing areas which has been arranged by FEDERACAFE and which will enable delegates to see at first hand the traditions of the coffee growing in Colombia. The opportunity to visit this region will give participants the opportunity to speak directly to farmers and to understand their way of life. This will encourage all of us to focus on the fact that we cannot lose momentum in our efforts to implement solutions that will help to improve their standards of living and sustain the future of coffee growing.

I look forward to meeting you in Cartagena de Indias in September.

Welcome by Dr. Gabriel Silva Luján, General Manager of the National Federation of Coffee Growers of Colombia

The Government of Colombia and the National Federation of Coffee Growers are proud to have Cartagena as the location for the 40th anniversary commemoration of the International Coffee Organization and the Seminar on Coffee and Health which will be held from 15 to 19 September 2003.

Cartagena is a world historical and cultural heritage, one of the most beautiful cities in America, rich in history and culture, and can offer visitors the charm of its inhabitants, innumerable places of tourist interest, and the warmth of its Caribbean sea.

After the meetings of the International Coffee Council are over, delegates who wish to do so may take the opportunity to participate in a tour of the coffee-growing areas which will enable them to see at first hand the traditions of Colombian coffee, visiting farms, the National Coffee Research Centre, the National Coffee Park and other places of interest.

The 40th anniversary of the ICO coincides with the worst coffee situation in history. We hope to have a very useful week in Cartagena where we will certainly be holding in-depth discussions on strategies and policies designed to tackle the world coffee crisis. The 40th anniversary of the ICO should be not only a cause for celebration but a point of departure in seeking concrete and lasting solutions for the crisis. To this end, joint and co-ordinated efforts by producing and consuming countries will ensure the success of the meetings in Cartagena. The ICO will be a year older but we will be able to say that it has gained in strength rather than in years.

I look forward to seeing you in Cartagena.

MANUAL FOR DELEGATES

This manual was prepared by the ICO with the cooperation of the National Federation of Coffee Growers of Colombia.

Hotel Bookings

Since Cartagena will be the host city for other congresses and seminars on the same dates as the ICO, hotel accommodation is restricted and it is therefore advisable for reservations to be made not later than **20 July 2003**. Delegates should complete the online Hotel Reservation form at www.cafedecolombia.com or alternatively they should send the attached Hotel Reservation form by fax to: (00 57 5) 665 3300.

Tour of Coffee-Growing Areas

To confirm participation in the tour delegates should complete the online Registration Form at www.cafedecolombia.com or alternatively they should send the attached Tour of Coffee Growing areas form by fax to: (00 57 5) 665 3300, not later than **20 July 2003**. Tickets will be issued at the Aviator office in the Cartagena de Indias Conference Centre.

IMPORTANT: Delegates intending to participate in the Tour of Coffee-Growing Areas should note that when making their travel reservations to Colombia, they only need to book a single ticket from Bogotá to Cartagena, as the return journey to Bogotá is included in the tour.

Medical assistance

Cartagena de Indias has hospitals and first aid centres in case of emergency. Delegates may wish to complete the online Optional Medical Record form at www.cafedecolombia.com or alternatively they should send the attached Optional Medical Record form by fax to: (00 57 5) 665 3300.

We hope your stay in Colombia will be very pleasant and wish you a hearty welcome.

USEFUL WEB SITES

For additional information please contact: wright@ico.org or ico.info@cafedecolombia.com

ICO www.ico.org

National Federation of Coffee Growers of Colombia (English) www.juanvaldez.com

National Federation of Coffee Growers of Colombia (English and Spanish)
www.cafedecolombia.com

Trade Partners UK (English) www.tradepartners.gov.uk/colombia/visiting

Weather in Colombia (English) www.bbc.co.uk/weather/travel/features/colombia.shtml

Embassy of Colombia, Washington (English and Spanish) www.colombiaemb.org

Proexport Colombia (English and Spanish) www.proexport.com.co

Coinvertir Colombia (English and Spanish) www.coinvertir.org/cliente/index.asp

Bank of the Republic of Colombia (English and Spanish) www.banrep.gov.co

International times (English and Spanish) www.redcolombiana.com/mipais/departamentos/default.asp

Office of the President of Colombia (Spanish) www.presidencia.gov.co

General information on Cartagena (Spanish)
www.cartagenacaribe.com/dondeir/sitiosdeinteres/sitiosdeinteres.htm

HOW TO GET TO COLOMBIA

DIRECT FLIGHTS FROM EUROPE OR THE UNITED STATES OF AMERICA TO COLOMBIA

Avianca: www.summa.aero
Air France: www.airfrance.fr
American Airlines: www.americanair.com
British Airways: www.british-airways.com
Continental Airlines: www.continental.com
Delta Airlines: www.delta-air.com
Iberia: www.iberia.com
Varig: www.varig.com.br

NON-DIRECT FLIGHTS

Air Afrique: www.airafrique-airlines.com
Air Canada: www.aircanada.ca
Air Zimbabwe: www.airzimbabwe.com
All Nippon Airways: www.ana.co.jp
AeroLloyd: www.aerolloyd.de
Alitalia: www.alitalia.it
Aeroflot: www.aeroflot.ru
TAM Brazilian Airlines: www.tam.com.br
China Airlines: www.china-airlines.com
Lufthansa: www.lufthansa.com
South African Airways: www.saa.co.za
Sabena Airlines: www.sabena.com
Vietnam Airlines: www.vietnamair.com.vn

Groups operating in Europe:

Star Alliance – www.star-alliance.com – Air Canada – Air New Zealand – All Nippon Airways – Ansett Australia – Austrian Airlines – British Midland – Lauda Air – Lufthansa – Mexicana Airlines – SAS – Singapore Airlines – Thai – Tyrolean Airways – United Airlines – Varig
Sky Team Alliance – www.skyteam.com – AeroMexico – Air France – Delta – Korean Air
Qualiflyer Group – www.qualiflyergroup.com – Swissair – Sabena – Air Portugal – Portugalia Airlines – Turkish Airlines – AOM – CrossAir – Air Littoral – AirEurope – LOT Polish – Volare
One World – www.oneworldalliance.com – Air Lingus – American Airlines – British Airways – Cathay Pacific – Finnair – Iberia – LanChile – Qantas

Flights from the Dominican Republic to Cartagena

On 13 and 14 September flights operate from the Dominican Republic to Cartagena via Panama:
www.copaair.com

No vaccinations required for entry unless travelling to Brazil, which requires vaccination against yellow fever 15 days before travelling (Brazilian nationals included).

VISAS

Since the Government of Colombia has agreements with various countries, which provide that visas are not required for official and diplomatic passports but require different types of visa for ordinary passports, it is advisable for delegates to contact the diplomatic and consular representation of Colombia in their respective countries. The Government of Colombia will issue instructions for these consular services to facilitate the issue of visas.

Delegates should present an official note from their governments requesting a visa.

Nationals of countries which have agreements on visa exemptions need not comply.

MINISTRY OF EXTERNAL RELATIONS – VISA DIVISION
LIST OF COUNTRIES WHOSE NATIONALS
DO NOT REQUIRE A VISITOR OR TOURIST VISA
TO ENTER COLOMBIAN TERRITORY
30 APRIL 2002

Andorra, Antigua & Barbuda, Argentina, Australia, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Chile, Costa Rica, Cyprus, Denmark, Dominica, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Greece, Grenada, Guatemala, Guyana, Honduras, Hong Kong, Iceland, Indonesia, Israel, Italy, Jamaica, Japan, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Monaco, Netherlands, New Zealand, Northern Ireland, Norway, Panama, Paraguay, Peru, Philippines, Portugal, Saint Kitts & Nevis, Saint Lucia, St Vincent & Grenadines, Republic of Korea, San Marino, Singapore, Spain, Sweden, Switzerland, Taiwan, Trinidad & Tobago, Turkey, United Kingdom, United States, Uruguay and Venezuela.

Note: Nationals of countries not included in this list must obtain a visitor or tourist visa to enter Colombia

**RECEPTION AT “EL DORADO” AIRPORT IN BOGOTÁ AND
“RAFAEL NUÑEZ” AIRPORT IN CARTAGENA**

It is essential to provide the information indicated in the attached Attendance Form, giving dates of arrival, hotel confirmation and departure from Cartagena, in order to enable the National Federation of Coffee Growers team and our operator to give personal attention to delegates on arrival at airports.

ARRIVAL AND DEPARTURE OF DELEGATIONS

Delegations will be met on arrival at the Rafael Nuñez airport in Cartagena de Indias, where assistance will be provided to facilitate immigration procedures, luggage retrieval, and collective transport to the hotels indicated in this manual.

Delegations arriving in Colombia at the El Dorado International Airport in Bogotá will be given assistance for flight connections.

Delegations which have indicated arrival and departure dates on the attached Attendance Form will be provided with transport between Cartagena airport and hotels.

Collective transport will also be provided between hotels and the Conference Centre during the period of meetings.

POINTS TO REMEMBER

- Baggage should be identified and reclaimed by each delegate on arrival in Colombia.

- On arrival in Colombia, whether at Cartagena or Bogotá, delegates must complete a tax exemption form, which must be presented on departure from the country for payment of the international airport tax of US\$28. For domestic flight connections the amount payable is US\$4.

- Assistance will be available to delegates at all hotels and at the Conference Centre. Delegates should show their badges to identify themselves.

- Delegates wishing to book additional tours in Cartagena should contact the office of our operator, Aviatur, at the Conference Centre in Cartagena de Indias or the Aviatur representative at hotel reception desks.

- Ministers, Heads of Delegation and their committees planning to arrive in Cartagena de Indias by official airplane, should provide detailed information to the relevant authorities. Each delegation should coordinate directly with the administration of the Rafael Nuñez airport in Cartagena in respect of landing bays and facilities for official airplanes.

- Credit cards are generally accepted but as travellers cheques may be difficult to exchange it is recommended that delegates take US dollars, which can be exchanged at exchange bureaux (available at the Conference Centre) or at hotels which offer exchange services.

- It is recommended that delegates obtain travel insurance providing international cover.

- If you wish to provide any additional information on a health problem which should be taken into account please give details in the relevant box in section 2 of the Optional Medical Record form.

HOTELS AND RATES

Please register online at www.cafedecolombia.com, or alternatively send it by fax to AVIATUR (00 57 5) 665 3300. All registrations should be done by 20 July 2003

In view of the large number of events and conferences in Cartagena during September, hotels have restricted accommodation and it is suggested that the Hotel Reservation Form should be returned as soon as possible. The exchange rate on 28 June 2003 was: \$2,826 to the US dollar, \$3,274 to the euro.

Cancellation of reservations must be made 48 hours before the proposed date of arrival at the hotel.

Hotel rates are for single or double rooms, and include breakfast and taxes.

Hotel Almirante Cartagena Estelar (200 rooms) – US\$75

Bocagrande

Av. San Martín Calle 6ª esquina

Telephone: (00 57 5) 665 8811 – 665 8261 – 665 8266

Fax: (00 57 5) 665 8269

Hotel Caribe (120 rooms) – US\$71

Bocagrande

Cra. 1a. N°. 2-87

Fax: (00 57 5) 665 4970

Telephone: (00 57 5) 665 0155 – 665 0131

Novotel Coralia Las Américas (100 rooms) – US\$100

Anillo Vial

Sector Cielo Mar

Telephone: (00 57 5) 656 7222

Toll Free: 01 8000 513 777

Fax: (00 57 5) 656 7800 – 656 8100

Hotel Capilla del Mar (80 rooms) – US\$70

Bocagrande

Cra. 1 No. 8-12

Telephone: (00 57 5) 665 3866 – 665 1140

Fax: (00 57 5) 665 5145

PROVISIONAL PROGRAMME
15 – 21 September 2003

Saturday 13		Domestic and international arrivals Connections Bogotá – Cartagena Transport to hotels
Sunday 14		Domestic and international arrivals Connections Bogotá – Cartagena Transport to hotels
Monday 15	09:00 – 13:30	Private Sector Consultative Board
	13:30 – 14:30	Light luncheon
	14:30 – 17:00	Quality Committee
	17:00 – 18:30	Commemoration of 40 Years of the ICO Getsemaní Auditorium (Formal speeches)
	18:30	Official banquet Conference Centre or Plaza de San Pedro Musical group Return to hotels
Tuesday 16	08:30	Seminar on Coffee and Health (Programme subject to alteration) Dr. Néstor Osorio, Executive Director, ICO Dr. Ernesto Illy, Promotion Committee Chairman (Moderator) Coffee and the central nervous system Dr. Astrid Nehlig – Faculty of Medicine, France Coffee: attention, memory and mood Professor Andy Smith – University of Cardiff, Wales Coffee and cancer Dr. Kazumi Yagasaki – Tokyo Noko University, Japan Coffee break Antioxidant effects of coffee Dr. Mirella Nardini – Inran, Rome Coffee and the youth project in Brazil Professor Darcy Lima, University of Rio de Janeiro Lunch break Coffee and the heart Professor Mario Maranhão – President, World Heart Foundation Closing comments Dr. Ernesto Illy
	14:30	Press conference with accredited journalists
	15:40 – 18:00	Coordination meetings

Wednesday 17

- 08:00 – 09:00** Registration
- 09:00 – 13:00** Executive Board
- 13:00 – 14:30** Lunch break
- 14:30 – 17:30** Council
- 17:30 – 18:30** Coordination meetings

Thursday 18

- 09:00 – 13:00** Executive Board
- 13:00 – 14:30** Lunch break
- 14:30 – 16:30** Executive Board
- 16:30 – 17:30** Promotion Committee

Friday 19

- 08:30 – 12:00** Council
- 12:00 – 12:30** Press conference
- Departure for coffee-growing areas
Cartagena – Pereira
Hotel Melia
Dinner

Saturday 20

- a.m.** Visit to CENICAFE (National Coffee Research Centre)
Lunch
Visit to lyophilized coffee factory
- p.m.** Departure for the Department of Quindío
Hotel Armenia Estelar
Dinner

Sunday 21

- a.m.** Visit to the National Coffee Park
- 12:00** Travel from Armenia to Bogotá

Given the characteristics of Cartagena de Indias, arrangements have been made for delegates to travel to the various venues by collective transport. Delegations will be responsible for making their own arrangements for any additional transport required.

Formal clothing (lounge suits) should be worn for meetings held in the Cartagena de Indias Conference Centre. Light casual wear is recommended for outdoor social events.

CONVENTION AND EXHIBITION CENTRE

Switchboard: (00 57 5) 664 3580
Fax: (00 57 5) 664 2754 or 660 0920
Email: ccci@corpocentros.com

Address: Getsemaní Carrera 8
Cartagena de Indias
Colombia

The Cartagena de Indias Conference Centre (CCCI) was inaugurated in 1982 with the XVIIIth Assembly of the Interamerican Development Bank. It has received an estimated two million visitors since its inauguration. The Conference Centre has a total area of 30,080 sq. metres, a parking area of 19,000 sq. metres (parking spaces for 140 vehicles) and a built-up area covering 20,456 sq. metres.

Services: Audiovisual services; video projector; VHS; Betamax; Umatic NTSC; colour TV; slide and acetate projectors; TV cameras; audio and video recording services; electronic control panels.

Electric and phone installations: Electrical capacity of up to 2500 KVA, with a grounded net system capable of meeting any special requirements for electrical installations (460 V / 208 V / 110 V with grounded outlets), although the standard electrical connection is American 110 V / 60 Hz. The Centre also has a digital phone system with two E1 of 30 digital trunk lines and a capacity of up to 240 internal extensions, with a programme of abbreviated numbers for the most important places in the city. The telecommunications company TELECOM has installed an optic fibre node which guarantees the efficiency and speed of the telecommunications system. There is also a telephonic strip which can be enlarged by the local telephone company, TELECARTAGENA in accordance with the particular requirements for the event concerned. It has sufficient pairs per area to meet the customer's needs for internal extensions, local calls, national direct dialling (DDN), international direct dialling (DDI) or fax, RDSI lines, 128K Bogotá – Cartagena line. Teleconferences can be organized with five different local, national or international points.

Simultaneous interpretation facilities: Getsemaní Auditorium: 6 interpreters' booths (lateral); Barahona Rooms (1, 2, 3 and 4): 4 interpreters' booths per room; Committee Rooms (1, 2 and 3): 4 interpreters' booths per room. The Centre has 900 wireless headphones for simultaneous interpretation (Phillips AM type) but has contacts with suppliers who can supply up to 3,000 FM type or infrared sets.

Sound: Each conference area has built-in sound systems as follows: Committee Rooms: 1 AB; 2 AB; 3 AB; and 4 (one of each)

Emergency plant: In the event of an electricity supply failure, the Centre has two independent automatic emergency systems capable of responding within 15 seconds for the Getsemaní Auditorium and 30 seconds for the Barahona Rooms. These systems have the following features: Brand: Cummins with Marathon generator; Capacity: 110 KVA / 820 Kw each, totalling 1640 Kw; Output tension: 440 V.

Other services and equipment: Flame and smoke detector system; automatic extinguisher systems for electric substations; water sprinkler system; CCTV security system; 130 manual extinguishers PQ/H2O/CO2; three air pressure rescue systems; Tannoy system; photocopies; internet connections; direct TV; point to point or repeater radio rental; telecommunications service (Video Conferences).

The journey from the Cartagena "Rafael Nuñez" airport to the Conference Centre takes five minutes by car.

ATTENDANCE FORM

**89th Session of the International Coffee Council
Cartagena de Indias, Colombia
15 – 19 September 2003**

Please return by 20 July 2003 to:

**International Coffee Organization
22 Berners Street
London
W1T 3DD
Fax: +44 (0) 20 7580 6129
Email: info@ico.org**

Delegation name

Surname First names/s

Passport number

Position

Organization

Address

Telephone Fax

Email

Arrival in Bogotá

Airline and flight number

Date of arrival time

Arrival in Cartagena

Airline and flight number

Date of arrival time

Hotel

Tour of Coffee-Growing Areas (US\$200) – Please also complete separate form

YES

NO

Departure from Colombia

Airline and flight number

Date of departure time

HOTEL RESERVATION FORM

89th Session of the International Coffee Council
Cartagena de Indias, Colombia
15 – 19 September 2003

Please register online at www.cafedecolombia.com, or alternatively send it by fax to AVIATUR
(00 57 5) 665 3300. All registrations should be done by 20 July 2003

Name of hotel reserved.....

Delegation name.....

Surname..... First names/s.....

Passport number.....

Position.....

Organization.....

Address.....

Telephone..... Fax.....

Email.....

Arrival in Cartagena

Airline and flight number.....

Date of arrival..... time.....

Departure from Cartagena

Airline and flight number.....

Date of departure..... time.....

Type of room single double

Credit card AMEX Visa MC other

Credit card number.....

Expiry date..... Security code number.....

Name of holder.....

Signature.....

This line is for hotel use only.

**REGISTRATION FORM
TOUR OF COFFEE-GROWING AREAS**

**89th Session of the International Coffee Council
Cartagena de Indias, Colombia
19 – 21 September 2003**

Please register online at www.cafedecolombia.com, or alternatively send it by fax to AVIATUR (00 57 5) 665 3300. All registrations should be done by 20 July 2003

The National Federation of Coffee Growers of Colombia (FEDERACAFE) has the pleasure of inviting you to join this tour. Delegates participating in the tour should note that when making their travel reservations to Colombia, they only need to book a single ticket from Bogotá to Cartagena, as the return journey to Bogotá is included in the tour. In order to have as many delegates as possible, FEDERACAFE has decided to subsidize this tour which costs US\$450 per person and includes domestic flights, hotels, food and transport. There is a small registration fee of US\$200 payable by the delegates.

Friday 19 (p.m.) Travel from Cartagena to Pereira
Dinner
Stay at the Hotel Melia

Saturday 20 (a.m.) Visit to CENICAFE (National Coffee Research Centre)
Typical lunch on a coffee farm
Visit to lyophilized coffee factory
17:00 Departure for the Department of Quindío
Dinner
Stay at the Hotel Armenia Estelar

Sunday 21 Visit to the National Coffee Park
13:00 Travel from Armenia to Bogotá

For security reasons this form will be handled confidentially by our operator

Delegation name.....

Surname..... First names/s.....

Passport number

Position.....

Organization.....

Hotel in Cartagena.....

US\$200 (payable by the delegates)

Credit card AMEX Visa MC other

Credit card number.....

Expiry date Security code number.....

Name of holder.....

Signature

NOTE: The tour dates cannot be altered. On receipt of this form, the airline ticket will be issued by the office of our tour operator “Aviatur” at the Convention and Exhibition Centre in Cartagena.

Clause: Airfares are subject to availability and are non-reimbursable.

OPTIONAL MEDICAL RECORD

Please register online at www.cafedecolombia.com, or alternatively send it by fax to AVIATUR (00 57 5) 665 3300. All registrations should be done by 20 July 2003

Delegation (country)

GENERAL INFORMATION

Country.....

Name

Position.....

Passport number Blood group and RH

Date of birth

Telephone number (including country code)..... Fax

MEDICAL AND SURGICAL HISTORY (Tick appropriate boxes)

1. Any allergies to:

Environment Food Medication

Give details.....

2. Medical history:

Cardiovascular disease Arrhythmia Pacemaker High blood pressure

Type I Diabetes Type II Diabetes Gastroduodenal ulcer
Asthma

Clotting disorders Metabolic or endocrinologic problems

Other: specify

Surgical history (give details).....

CURRENT INFORMATION

1. Current health problems (give details).....

Signature

In case of emergency please contact