



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1881/03

20 June 2003
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- Seminar on Coffee and Health
- International Coffee Council
- Executive Board
- Quality Committee
- Private Sector Consultative Board
- Promotion Committee

**Convocation of ICO meetings from
15 to 19 September in Cartagena, Colombia**

The Executive Director presents his compliments and wishes to inform ICO Members and observers about the Seminar on Coffee and Health, the 89th Session of the International Coffee Council and other ICO meetings, which will take place at the Convention and Exhibition Centre in Cartagena, Colombia, from 15 to 19 September 2003, on the occasion of the 40th anniversary of the ICO.

Full information, including the programme, venue and other arrangements, is available in the Manual for Delegates prepared by the National Coffee Growers Federation of Colombia (FEDERACAFE) which will be circulated to all Members, and made available on the Websites of the ICO (www.ico.org) and the FEDERACAFE (www.cafedecolombia.com from 5 July).

I. Hotel reservations

Delegates are responsible for reserving their hotel accommodation, and are asked to indicate to the Aviatur agency how many rooms they may require by 30 June 2003 (see registration section below). This should subsequently be confirmed no later than **15 July 2003** by sending the attached hotel reservation form directly to Aviatur. It should be noted that there is considerable demand for hotel rooms in Cartagena at this time of the year. A list of hotels and rates is attached.

II. Travel

Delegates are advised to make their travel arrangements as soon as possible, as flights to and from Colombia can get very full at this time of the year. A number of airlines fly direct from Europe or the USA to Colombia, including Avianca, Air France, American Airlines, British Airways, Continental Airlines, Delta Airlines, Iberia and Varig.

Delegates attending meetings of the International Cocoa Organization (ICCO) in the Dominican Republic the preceding week may like to know that Copa Airlines (www.copaair.com) fly every day from Santo Domingo to Cartagena via Panama City (departing at 07.55 on flight CM110, transferring in Panama City to flight CM415, and arriving at 13.45 in Cartagena).

III. Tour of coffee-growing areas

FEDERACAFE has arranged a tour of coffee-growing areas from 19 to 21 September, which will include a visit to CENICAFE (National Coffee Research Centre), a typical lunch on a coffee farm, and a visit to the National Coffee Park (see registration form for more details). The cost of the tour, which includes domestic flights, hotels, food and transport is being subsidized by the FEDERACAFE and a small fee of US\$200 is payable by delegates. Delegates participating in the tour should note that when making their travel reservations to Colombia, they only need to book a single ticket from Bogota to Cartagena, as the return journey to Bogota is included in the tour.

IV. Registration / reservations

Attendance – registration forms should be completed and returned no later than **15 July 2003** by fax to the ICO at +44 (0) 20 7580 6129 or email to info@ico.org. The Secretariat will forward copies of these forms to the FEDERACAFE.

Hotel reservations – reservation forms should be completed and returned no later than **15 July 2003** to Aviatur (email: ICO-congresos@aviatur.com.co, fax: (00 57 5) 665 3300, telephone: (00 57 5) 665 0209).

Tour of coffee-growing areas – to reserve a place on the tour from 19 to 21 September, please complete and return the form provided no later than **15 July 2003** to Aviatur (email: ICO-congresos@aviatur.com.co), fax: (00 57 5) 665 3300, telephone: (00 57 5) 665 0209).

Credentials – these should also be sent to the Executive Director by **18 August 2003** as indicated in section VII below.

V. Visas and passports

Delegates are advised to check with their authorities whether they require a visa for entry into Colombia. We understand that visas are not required by nationals of the following countries, which are Members of the ICO or were Members under the 1994 Agreement: Austria, Belgium, Bolivia, Brazil, Costa Rica, Cyprus, Denmark, Dominican Republic, Ecuador,

El Salvador, Finland, France, Germany, Greece, Guatemala, Honduras, Indonesia, Italy, Jamaica, Japan, Luxembourg, Mexico, Netherlands, Norway, Paraguay, Philippines, Portugal, Spain, Sweden, Switzerland, United Kingdom and Venezuela.

Passports must be valid for six months beyond the intended length of stay. Further information about visas and passport requirements is available on www.minrelext.gov.co (*Servicios* section).

VI. Programme of meetings (provisional)

| Meeting | Date (time of first meeting) | Open to |
|---|-------------------------------------|--|
| Private Sector Consultative Board (PSCB) | 15 September 2003 (09.00) | PSCB representatives and observers from private sector associations |
| Quality Committee | 15 September 2003 (14.30) | Quality Committee members and observers |
| Seminar on Coffee and Health | 16 September | Members, private sector representatives, and observers from non-member countries and other organizations |
| Executive Board | 17 – 19 September 2003 (09.00) | Members |
| Promotion Committee | 18 September 2003 (16.30) | Members, private sector representatives, and observers from non-member countries and other organizations |
| International Coffee Council (89th Session) | 17 – 19 September 2003 (14.30) | Members and observers from non-member countries, international organizations and private sector associations |
| Tour of coffee-growing areas | 19 – 21 September 2003 | Members and observers from non-member countries, international organizations and private sector associations |

Draft Agendas for these meetings are attached (documents WP-Quality No. 44/03, EB-3848/03, ICC-89-0 and PC-11/03), together with a draft schedule of meetings. The draft Agenda for the PSCB and a more detailed programme for the Seminar on Coffee and Health will be circulated separately.

One team of interpreters will be available from 16 to 19 September 2003.

VII. Credentials

Members are reminded that Rule 3 of the *Rules of the Organization* (document EB-3820/02) requires them to inform the Executive Director, in writing, as soon as possible after receiving this communication, of the composition of their delegations. **Members are requested to ensure that their credentials reach the Organization no later than 18 August 2003 to facilitate preparation of the credentials report and list of delegates in advance of the meetings.**

Credentials should be issued in writing by a relevant Ministry or government agency of that 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. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.

The credentials of delegations will be examined by the Chairperson, with the assistance of the Secretariat, who will report to the Council. The List of Delegations will be based on credentials received from Members and responses received from observers.

VIII. Observers

Observers from non-member countries, international organizations and private sector associations wishing to attend the Seminar on Coffee and Health and Council sessions are requested to inform the Executive Director about this in writing by **18 August 2003**.

IX. Badges

Badges will be prepared for collection by participants at the Information desk in the Convention Centre and Exhibition. For the purposes of identification and security, all participants are requested to wear the badges issued to them during all meetings listed above.

HOTELS AND RATES

Reservations should be made as soon as possible by email to:
ICO-congresos@aviatur.com.co or by fax to: 00 57 5 665 3300

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 9 June 2003 was: \$2.650 to the US dollar, \$3.309,25 to the euro.

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

Hotel Almirante Cartagena Estelar (220 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

ATTENDANCE FORM

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

Please return by 15 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 Bogota

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)

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 return by 15 July 2003 to:

AVIATUR

Email: ICO-congresos@aviatur.com.co

Fax: (00 57 5) 665 3300

Tel: (00 57 5) 665 0209

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 return by 15 July 2003 to:

AVIATUR

Email: ICO-congresos@aviatur.com.co

Fax: (00 57 5) 665 3300

Tel: (00 57 5) 665 0209

The National Coffee Growers Federation 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 Bogota to Cartagena, as the return journey to Bogota 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 at the hotel
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 Quindio
Dinner at the hotel
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 return by 15 July 2003 to:

AVIATUR
Email: ICO-congresos@aviatur.com.co
Fax: (00 57 5) 665 3300

Delegation (country).....

GENERAL INFORMATION

Country.....

Name

Position.....

Passport numberBlood 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 abnormalities 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.....

As at 20 June 2003

**ICO MEETINGS
15 – 19 September 2003
PROVISIONAL PROGRAMME**

| | | | |
|-------------------------------|--|--|---|
| Saturday 13 September | | | |
| All day | Arrival in Cartagena | | |
| Sunday 14 September | | | |
| | | Open to | |
| All day | Arrival in Cartagena | | |
| 16.00 – 17.00 | Briefing meeting | Restricted | Chairperson and Spokespersons only |
| Monday 15 September | | | |
| | | Open to | |
| 08.00 – 09.00 | Registration | | |
| 09.00 – 13.30 | PSCB | Restricted | PSCB representatives and observers from private sector associations |
| 13.30 – 14.30 | Lunch break | | |
| 14.30 – 17.00 | Quality Committee | Quality Committee members and observers | |
| 17.00 – 18.00 | Commemorative act | ICO Members and observers | |
| 18.30 | Official Banquet | ICO Members and observers | |
| Tuesday 16 September | | | |
| | | Open to | |
| 07.30 – 08.30 | Registration | | |
| 08.30 – 13.15 | Seminar on Coffee and Health | ICO Members and observers | |
| 13.15 – 13.45 | Lunch break | | |
| 13.45 – 14.30 | Seminar on Coffee and Health | | |
| 14.30 – 15.00 | Press conference | | To be confirmed |
| 15.00 – 17.00 | Coordination meetings | ICO Members | As required |
| Wednesday 17 September | | | |
| | | Open to | |
| 08.15 – 09.00 | Registration | | Accreditation/registration of participants |
| 09.00 – 13.00 | Executive Board | ICO Members | |
| 13.00 – 14.30 | Lunch break | | |
| 14.30 – 17.30 | Council | ICO Members and observers | |
| 17.30 – 18.30 | Coordination meetings | ICO Members | As required (without interpretation) |
| Thursday 18 September | | | |
| | | Open to | |
| 08.30 – 09.00 | Project meetings | Project participants | As required |
| 09.00 – 13.00 | Executive Board | ICO Members | |
| 13.00 – 14.30 | Lunch break | | |
| 14.30 – 16.30 | Executive Board | ICO Members | |
| 16.30 – 17.30 | Promotion Committee | ICO Members and observers | |
| 17.30 – 19.00 | Coordination meetings | ICO Members | As required (without interpretation) |
| Friday 19 September | | | |
| | | Open to | |
| 08.30 – 12.00 | Council | ICO Members and observers | |
| 12.00 – 12.30 | Press conference | Press | To be confirmed |
| afternoon | Cartagena – Pereira (for tour of coffee-growing areas) | Delegates who have registered for the tour | |
| Saturday 20 September | | | |
| | | Open to | |
| Morning | Visit to CENICAFE | Delegates who have registered for the tour | CENICAFE (Coffee Research Centre) |
| | Typical lunch in a coffee farm | | |
| | Visit to the lyophilized coffee factory | | |
| 17.00 | Departure for the Depart. of Quindio | | |
| | Dinner at the hotel | | |
| Sunday 21 September | | | |
| | | Open to | |
| Morning | Visit to the National Coffee Park | Delegates who have registered for the tour | |
| 13.00 | Armenia - Bogota | | |

Notes:

1. Annex I lists office-holders and the composition of ICO bodies for 2002/03.
2. There will be one team of interpreters from 16 – 19 September. Meetings on 15 September will be conducted in English only.

Office-holders 2002/03**International Coffee Council**

Chairperson: Mr. Jacques Thinsy (Belgium)
 First Vice-Chairperson: Mr. Patrick Lynch (Ireland)
 Second Vice-Chairperson: The Hon. Dr. Bonaya Adhi Godana, MP, EGH (Kenya)
 Third Vice-Chairperson: Mr. Matie Goldfine Bomia (Cameroon)

Executive Board

Chairperson: Mr. Mick Wheeler (Papua New Guinea)
 Vice-Chairperson: Mr. Roberto Giesemann (Mexico)
 Exporting Members: Brazil, Colombia, Honduras, India, Indonesia, Kenya, Mexico, OAMCAF
 Importing Members: European Community (E.C., Belgium, Germany, Italy, Spain, UK), Japan, Switzerland

Private Sector Consultative Board

Chairperson: Mr. Roberto Giesemann (Consejo Mexicano del Café)
 Vice-Chairperson: Mr. Roel Vaessen (European Coffee Federation)

Exporting Members

(Alternates are shown in italics)

Colombian Milds: *Asociación de Exportadores de Café de Colombia (ASOEXPORT), Sociedad Exportadora de Café de las Cooperativas de Caficultores (EXPOCAFE), Federación Nacional de Cafeteros de Colombia, Eastern African Fine Coffees Association (EAFCA), Kenya Planters Coop. Union Ltd, Tanzania Coffee Association*

Other Milds: *Organización Centroamericana de Exportadores de Café (ORCECA), Consejo Mexicano del Café C.A., Asociación Nacional del Café (ANACAFÉ), Asociación Nacional de Exportadores de Café (ANECAFÉ), Coffee Exporters Association of India, Zambia Coffee Growers Association Ltd.*

Brazilian and Other Natural Arabicas: *Conselho de Exportadores de Café Verde do Brasil (CECAFÉ), Ethio-Coffee and Tea Plantation and Marketing, Ethiopian Coffee Exporters' Association, Conselho Nacional do Café (CNC), Associação Brasileira da Indústria de Café Solúvel (ABICS), Associação Brasileira da Indústria de Café (ABIC)*

Robustas: *Association of Indonesian Coffee Exporters (AEKI), Uganda Coffee Trade Federation (UCTF), Vietnam Coffee-Cocoa Association (VICOFA), Interprofessional Cocoa and Coffee Council, Cameroon*

Importing Members

(Alternates are shown in italics)

All Japan Coffee Association (AJCA), Association des Fabricants de Café Soluble (AFCASOLE), Committee of the European Coffee Associations (CECA), European Coffee Federation (ECF), European Federation of Associations of Coffee Roasters (EUCA), Institute for Scientific Information on Coffee (ISIC), National Coffee Association of USA, Inc., Specialty Coffee Association of America, Coffee Association of Canada, Speciality Coffee Association of Europe (SCAE)

Statistics Committee (02/03 – 03/04)

Chairperson: Mr. David Hallam (Food and Agriculture Organization of the U.N.)
 Vice-Chairperson: Mr. Neil Rosser (Neumann Kaffee Gruppe)
 Exporting Members: Mr. Francisco Ourique (Brazil)
 Mr. Andrés Valencia Pinzón (Colombia)
 Importing Members: Mr. Rob Simmons (LMC International Ltd, United Kingdom)
 Mr. Neil Rosser (Neumann Kaffee Gruppe, Germany)
 Executive Director: Mr. Roel Vaessen (European Coffee Federation)
 Mr. Corneille Tabalo (Democratic Republic of Congo)

Promotion Committee

Chairperson: Dr. Ernesto Illy (Institute for Scientific Information on Coffee)
 Vice-Chairperson: Mr. Mick Wheeler (Papua New Guinea)

Quality Committee

Chairperson: Executive Director
 Exporting Members: Brazil, Colombia, Indonesia, Mexico
 Importing Members: European Community, France, Italy, United Kingdom
 Private Sector: Committee of the European Coffee Associations (CECA), European Federation of Associations of Coffee Roasters (EUCA), Vietnam Coffee-Cocoa Association (VICOFA), Organización Centroamericana de Exportadores de Café (ORCECA)

Steering Group on Promotion

Chairperson: to be appointed at the meeting on 7 July
Exporting Members: Brazil, Colombia, Indonesia, OAMCAF
Importing Members: France, Italy, Switzerland, United Kingdom
PSCB: Chairperson and Vice-Chairperson
Promotion Committee: Chairperson and Vice-Chairperson
ICO: Executive Director

World Coffee Conference Programme Committee

Chairperson: Executive Director
Exporting Members: Brazil, Colombia, *Costa Rica, Honduras*, OAMCAF, Papua New Guinea
(Alternates shown in italics)
Importing Members: Ireland, Japan, Spain, *fourth Member to be confirmed*
Private Sector: Mr. Roel Vaessen, Mr. Roberto Giesemann