

BACKGROUND INFORMATION FOR HOST COUNTRIES FOR ICO MEETINGS

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1. INTRODUCTION

This document has been prepared to assist Members with considering invitations to host ICO meetings in their countries.

2. MANUAL

The host country will need to prepare the first draft of the manual for delegates around five months in advance of the meetings, so that the final version can be sent to delegates in English and the language of the host country around three to four months in advance, together with the agendas for the meetings. Links to the manuals and information prepared by Brazil, Colombia and Guatemala are included for guidance in the Annex of this document. Useful information to include is listed below:

- Full names and contact details (email, fax, telephone) of key contacts for the host country that delegates can get in touch with them to check information about visas, hotel accommodation and queries about registration and travel.
- Hotels – information about the number of stars, costs, facilities provided, proximity to venue.
- Location – a map of the local area, showing the proximity of the hotels to the Conference Centre.
- Arrival and departure arrangements (e.g. transport to and from airport).
- Arrangements for transport to and from hotels and the Conference Centre
- Information about dress codes and climate.
- Health requirements (e.g. recommended inoculations) and details about medical/emergency dental treatment arrangements.
- Any special airfares negotiated with national/other airlines for delegates.
- Banking, money exchange and postal facilities.
- Communications – telephones, fax, email facilities available for use by delegates together with country dialling code and useful numbers.
- Information about costs of meals etc., facilities for eating at hotels, local restaurants.
- Social events planned.
- Local tourist attractions of interest.
- Visa information (see section below).

3. VISAS

In view of numerous enquiries about visas, it would be useful to provide a section in the manual to assist the conference organizers in the host country and the ICO Secretariat in dealing with enquiries from delegates about this. The section could include the following:

- List of countries requiring visas to enter the host country, together with a list of countries which do not require visas, and confirmation as to whether delegates need visas if they have a diplomatic passport.
- Details of host country's consulates/embassies in ICO Member countries (address, contact person, fax, telephone and email details), including its embassies in London, Paris and other likely stopovers used by delegates. If applicable, information could be included about whether it is possible to obtain visas through the embassies of other countries where the host country has no embassy.
- Contact person at the Foreign Ministry of the host country who can provide information or expedite issuing visas overseas, and details of what the host country can do to assist delegates (e.g. advising its embassies of likely requests for visas by ICO delegates and requesting them to assist with issuing visas as appropriate).
- How to obtain visas e.g. in person or by post, guidance on length of time required to issue the visa (so that where there is no embassy in a particular country, the delegation can plan for a stopover in another country if necessary) and what is required (e.g. colour photographs, a list of the delegation attending, including private sector delegates, with full names of each delegate, passport numbers, where their flights depart from, date of travel to and from the host country, airline, flight details, stopovers).
- Information on whether it is possible to obtain visas on arrival in the host country and the procedures for doing so (e.g. documentation required, checking with airlines if this is possible, letter of invitation from the Government of the host country).
- How the host country will inform delegates about what has been done to assist them and confirm whether their visas have been issued.

4. ACCOMMODATION

If the location for the meetings is popular at the time the meetings are scheduled, consideration should be given to block-booking rooms for delegates. Hotel reservations are usually made very close to the time of the meetings by ICO delegates.

5. TRANSPORT

Arrangements for transporting delegates to and from the airport on arrival and departure will need to be considered by the organizers. A banner/sign at the airport would be useful to identify conference staff from the host country to delegates on their arrival.

Arrangements for transport between hotels and the Conference Centre, and to and from any social events will also need to be considered.

ICO staff may also need assistance on their arrival at the airport with clearing materials for the meetings with customs authorities.

6. PROGRAMME OF EVENTS

The exact nature of any inaugural ceremony and social programme including receptions, banquet etc. is in the hands of the host country. A possible outline programme for the week of meetings is given for guidance (subject to change).

Day 1	Council / ICO bodies
Day 2	Council / ICO bodies / Consultative Forum event (if applicable)
Day 3	Council / ICO bodies
Day 4	Council / ICO bodies / Departure by delegates
Day 5	Tour/visit (optional) / Departure by delegates

Some delegates may be accompanied by their spouses. No separate programme is usually arranged but requests may be received for spouses to attend social events such as receptions.

7. ADVANCE REGISTRATION

Copies of the on-line registration forms prepared by Colombia, Brazil and Guatemala for the 89th, 94th, and 104th Sessions are attached, and we recommend that the Conference organizers set up the on-line registration system to be in place at least four months before the meetings. The system should be accessible from the ICO website as well as the official host country website for the event. It would be useful to include fields for delegates to indicate how they wish their names to be shown on their badges.

The conference organizing agency should designate a person to coordinate the registration process and to check that the names which will appear on the badges and list of participants are correct.

Details about who delegates should contact in the host country if they need to report changes in hotel/travel arrangements should be included on the website and in the manual.

Despite reminders, many delegates may not register for the meetings until close to the date. Consideration could be given to offering an early-bird discount for delegates reserving their accommodation by say two months in advance.

Once delegates register, the host country conference organizers should send confirmation to them by email confirming their reservations and informing them of arrangements to meet them on arrival.

The ICO will send the host country copies of any letters of credentials/other information received confirming the composition of delegations. Only delegates who are listed on the credentials will appear on the formal List of Delegations.

8. REGISTRATION ON ARRIVAL

If meetings take place on different levels in the Conference Centre (e.g. the PSCB meeting on the first or second floor, and the Council on another floor), we recommend having one registration desk in a central location for the distribution of badges and sets of documents on arrival, and a further two Information Desks for distribution of documents/provision of information etc. Staff on this desk should be fully briefed to assist delegates and answer questions such as schedule of meetings, medical facilities, local restaurants etc.

To avoid congestion, it would be useful to offer delegates the opportunity to register the afternoon before the meetings commence, and for registration to begin early on the morning the meetings commence.

9. NAME BADGES

Name badges should be prepared by the host country based on registration forms received, for collection by delegates from the registration desk. Names should be printed in bold and in large size type, so that delegates can be easily identified. Clear plastic cases for the badges should be provided. Links to examples of badges are included for guidance in the Annex of this document. Badges are prepared using the following colours:

Colour	Given to	Example
Yellow	Official delegates	Mr John Smith United Kingdom
Blue	PSCB, Observer non-member countries, international organizations	Mrs Joan White Australia Mr Reg Varney Specialty Coffee Association
White	Members of staff/Interpreters	Mrs Ioanna Fernandez ICO Mr Michael Ruiz Interpreter
Green	Press	Ms. Clare Jones Reuters
Pink	Visitors and presenters	

10. OFFICE CONTACT DETAILS

Liaison person for the host country

Please provide at least four months in advance, the following contact details to the ICO to enable the ICO to send copies of publications received from other organizations and other materials in advance by a first-class courier service (such as DHL). This is necessary as couriers require full contact details of the person in the host country who will receive packages. Any materials sent in advance to the host country should be kept in a safe place, marked for the attention of the ICO Secretariat.

- Full name
- Conference Centre address
- Telephone number
- Fax number
- Email – for liaison person
- Email – for documents to be sent in PDF format during week of the meetings

ICO office at the Conference Centre

The ICO will need the following information in advance of the meetings so that ICO colleagues in London have access to their colleagues at all times during the meetings:

- Direct telephone numbers
- Direct fax number
- Address (room number)

11. FINANCIAL RESPONSIBILITIES

Article 11 of the Agreement provides that if a Member invites the Council to meet in its territory and the Council agrees, the additional costs to the Organization involved above those incurred when the session is held at the seat shall be borne by that Member. In addition, Article 30 provides that the World Coffee Conference shall be self-financing and also provides that if the Council decides to accept an invitation by a Member to hold a session in its territory, the Conference may also be held in that territory, in which case the additional costs to the ICO involved above those incurred when the session is held at the seat of the ICO shall be borne by the country hosting the session.

The responsibilities for costs are given below and further details about estimated likely additional costs (per diem, travel costs, etc.) will be sent by email closer to the date of the meetings by Mr David Moorhouse (moorhouse@ico.org). The final invoice for costs incurred by the ICO will be sent to the host country after the meetings conclude.

Expense	Responsibility
Consultative Forum on Coffee Sector Finance (speakers, travel, all associated costs) – if applicable	Host country
ICO staff – travel, hotels, per diem expenses, airport taxes	Host country
Printing of documents, folders (if done in the host country)/ shipping of documents from London (if printed at ICO)	Host country
Transport of documents, country nameplates and other materials to and from the host country	Host country
Hiring of Conference Centre	Host country
Security provision	Host country
Furniture, stationery, office and meeting room equipment, audiovisual and interpretation equipment	Host country
Catering for delegates and Secretariat (coffee, tea, receptions, other social events provided)	Host country
Provision of telephones, fax machines, computers etc.	Host country
Interpreters – all travel, per diem expenses, and other costs related to international recruitment (including airport taxes)	Host country
Additional translation costs incurred through holding meetings in the host country (e.g. translation of manual)	Host country
Communications with ICO headquarters in London by the Executive Director/ICO staff	Host country
Pay and overtime of local staff (other than as indicated below)	Host country
Interpreters – daily rates	ICO
Personnel expenses (2 AV technicians and 4 or 6 temporary staff attending the Information Desks for 5 working days)	ICO

12. REQUIREMENTS FOR MEETING ROOMS AND FURNISHINGS

Estimated attendance

Council sessions in London are generally attended by between 150 – 160 delegates. However, this figure includes delegates from embassies in London, who would be unlikely to attend meetings in the host country. PSCB meetings are usually attended by between 30 – 50 delegates. Between 190 – 200 delegates attended the 89th, 94th, and 104th Council Sessions held in Colombia, Brazil and Guatemala respectively. Links to the Lists of Delegations which attended these Council Sessions are included for guidance in the Annex of this document.

Meeting room requirements

We would suggest booking rooms as indicated in the schedule of meetings (rather than booking every room for the whole period), to reduce the costs of Conference Centre hiring charges.

It is recommended that the organizers for the host country visit the Conference Centre in person to check meeting rooms and requirements in advance of the meetings.

Links to the suggested layouts of nameplates for the rooms (Council and other ICO bodies) are included for guidance in the Annex of this document.

Meeting	Suggested room capacity	Requirements
For all meetings – on table for each person		<ul style="list-style-type: none"> ▪ Gavel (in front of the Chairperson) ▪ Paper and pencil/pen ▪ Country nameplates and nameplate stands ▪ Bottled water and glasses ▪ Bell to ring at start of meetings ▪ Interpretation/audio-recording
Private Sector (PSCB)	70	<ul style="list-style-type: none"> ▪ Conference table with 20 seats, 20 headphones and 20 microphones ▪ Additional seating for 40 – 50 observers (with 40 – 50 headphones) ▪ 1 booth for technician ▪ Equipment for PowerPoint presentations and screen, computer and laser pointer ▪ Audio-recording of meeting
Other ICO bodies	110	<ul style="list-style-type: none"> ▪ Conference table with 20 seats, 20 headphones and 20 microphones ▪ Additional seating for 90 observers with 90 headphones – some 20 of these seats should be placed behind the seats with microphones, so that they can be used for alternates to the heads of delegations (with headphones) ▪ 4 booths for interpreters and 1 for the technician (each booth should accommodate 2 people) ▪ Equipment for PowerPoint presentations and screen, computer and laser pointer ▪ Audio-recording of meeting
Council/other ICO bodies	220	<ul style="list-style-type: none"> ▪ Seats with headphones and microphones for 80 heads of delegation + officeholders ▪ Additional seating for 130 alternates and observers (with 130 headphones) ▪ Podium with 4 headphones and 4 microphones for 4 people (the Chairperson, Executive Director, Secretary and 1 presenter) ▪ 5 – 6 seats behind the podium for Secretariat staff etc. with 5 - 6 headphones. ▪ 4 booths for interpreters and 1 for the technician (each booth should accommodate 2 people) ▪ Equipment for PowerPoint presentations and screen, computer and laser pointer ▪ Audio-recording of meeting
Consultative Forum (if applicable)	220- ?	<ul style="list-style-type: none"> ▪ As for the Council – although requirements will vary according to attendance (not known at this time) ▪ Podium with headphones and microphones for the Chairperson and speakers (10 – 12 microphones and headphones) ▪ Microphones – the host country would need to consider the number of microphones required, e.g. for country delegations, speakers etc. A roving microphone could be used for questions. ▪ (?) microphones and chairs to accommodate audience ▪ 4 booths for interpreters and 1 for the technician (each booth should accommodate 2 people) ▪ Equipment for PowerPoint and video presentations and screen, computer and laser pointer ▪ Audio-recording of meeting

Meeting	Suggested room capacity	Requirements
Small meeting rooms	30	<ul style="list-style-type: none"> ▪ Meeting rooms for small impromptu meetings should be available with a table and 15 – 30 seats e.g. for project meetings
Press briefing	40	<ul style="list-style-type: none"> ▪ A room with a conference table and seating with headphones for 30 people should be available for press briefings ▪ 2 booths for interpreters and 1 for the technician (English and language of the host country) ▪ Podium with microphones for 10 speakers + 10 headphones (this will depend on number of speakers)
Executive Director – office		<p>An office should be available for the Executive Director with the following:</p> <ul style="list-style-type: none"> ▪ a computer and printer with Internet facilities installed and software including Word, Excel, Access, PowerPoint, PDF, Acrobat ▪ office desk and chair ▪ telephone (with access to international lines) ▪ table and chairs for meetings ▪ stationery (see below)
Executive Director – meeting room		<p>If possible, it would be useful to have a room available for the Executive Director in which to hold small meetings:</p> <ul style="list-style-type: none"> ▪ Table and chairs (for 10 – 15 people)
Office for the Chairpersons		<p>A room should be available for the Chairpersons of ICO bodies with the following:</p> <ul style="list-style-type: none"> ▪ 1 computer and 1 printer with Internet facilities installed and software including Word, Excel, Access, PowerPoint, PDF, Acrobat ▪ 1 telephone (with access to international lines) ▪ 4 office desks and chairs ▪ Table with 6-8 chairs for meeting ▪ Stationery (see below) ▪ 1 lockable cabinet
Secretariat staff - office		<ul style="list-style-type: none"> ▪ 4 computers with email and Internet facilities installed on each, and software including Word, Excel, Access, PowerPoint, PDF, Acrobat ▪ At least 2 printers ▪ 6 office desks and 6 chairs ▪ 2 telephones (with access to international lines) ▪ Fax machine ▪ Cabinet with lock ▪ Stationery (see below) ▪ Table suitable for collating or displaying papers ▪ A medium photocopier (with collator)
Documents distribution/printing office		<p>This should be located in an area where the noise of the printing/ photocopying will not disturb delegates or staff. To include the following:</p> <ul style="list-style-type: none"> ▪ Computer and printer with email and Internet facilities installed, and software including Word, Excel, Access, PowerPoint, PDF, Acrobat ▪ Office desk and chair ▪ Cabinet with lock ▪ 1 telephone (with access to international lines) ▪ Stationery (see below) ▪ Long table suitable for collating papers ▪ At least two fast, efficient heavy duty photocopiers will be required to handle the extensive reproduction of documents, with collating and stapling facilities

Meeting	Suggested room capacity	Requirements
		<ul style="list-style-type: none"> ▪ Around 80 – 100 reams of A-4 size 80 gm white paper (1 ream = 500 sheets) – A4 = 210 x 297 mm) ▪ Heavy duty staplers ▪ Staple removers
Host country conference organizers – office		<ul style="list-style-type: none"> ▪ To be determined by the conference organizers
Delegates lobby		<ul style="list-style-type: none"> ▪ Registration/Information Desks (to display badges, telephone messages) ▪ A counter for the distribution of documents ▪ Shelves with around 85 pigeon holes for documents (one pigeon hole for each country delegation, the Executive Director, one for each of the four teams of interpreters) ▪ 2 telephones (one at each desk) ▪ Stationery (pens and paper for messages and for delegates) ▪ Notice board – for displaying the schedule of meetings, indicator prices (to be easily visible at the Information desks/documents counters) ▪ Lockers where delegates can leave their bags/papers ▪ Computers with Internet and email facilities should be available for use in an area by delegates who will wish to check their emails/contact their offices during the course of the meetings ▪ Phones and fax machine for use by delegates <p>Note: if conference rooms are on different floors/in different locations, more than one lobby will be needed</p>

AUDIOVISUAL EQUIPMENT

Recording

All ICO meetings, conferences and other events need to be recorded by a technician.

Audio recordings of each meeting should be provided with the name and date of the meeting for each, and given to the Secretariat staff at the end of each meeting on a memory stick or CD-Rom.

Presentations

The following should be available at each meeting for presentations by delegates/speakers:

- Equipment for PowerPoint presentations (e.g. a large screen, a projector and a laptop loaded with PowerPoint).

- A technician should be available throughout the meetings to assist the presenters in setting up for their presentation (loading presentations onto the laptop etc.). A roving microphone may be needed if the presenter is not able to make the presentation from the conference table.
- The ICO asks presenters to let us know in advance of their requirements, but some presenters may only inform the technician on the day.
- For the Consultative Forum, the facility to show videos should be available.
- Copies of all presentations need to be given to the interpreters.

INTERPRETATION EQUIPMENT

- Four interpreters booths, one for each official language of the ICO – English, French, Portuguese and Spanish, each equipped to accommodate two interpreters. Information about mobile interpretation booth requirements can be found on the International Association of Conference Interpreters (AIIC) website at the following link: <http://www.aiic.net/ViewPage.cfm/page590.htm> – this indicates that internal dimensions for a standard mobile booth shall be not less than:
 - (a) Width: for no more than two interpreters 1.60 m, for two or three interpreters 2.40 m.
 - (b) Depth: 1.60 m.
 - (c) Height: 2.00 m.
- A fifth booth is required for the technician operating the interpretation and recording equipment. Recording is done from the floor (i.e. recording delegates speaking in their own languages from the conference room).
- The five booths should be available in the meeting rooms for meetings of the Council, PSCB, Committees and Consultative Forum (if applicable).
- Each booth should be equipped with bottled water and glasses, pens and paper, and reading lights.
- The PSCB meetings are generally conducted in English only but should be recorded. One booth for the technician is required.
- The interpretation system should provide simultaneous interpretation from and into the four official languages of the ICO. The system should also provide for relay interpretation (i.e. it should be connected in such a way that interpreters can listen in to each other as well as to the floor).

COMMUNICATIONS

- Phones with international and national connections should be available in the Conference Centre for use by delegates. The Conference Centre should be responsible for ensuring any invoices/charges for these calls are given to the delegates concerned.

COMPUTERS

- Computers with Internet and email facilities should be available in a designated area (separate from the Secretariat office) for use by delegates who may wish to check their emails/contact their offices during the course of the meetings.
- Computers should be provided for delegates, Chairmen and Secretariat staff as indicated above, with international keyboards (including Internet – with broadband connection for web access – and email facilities, CD-Rom and memory stick facilities, and software including Microsoft Office, Access, Excel, PowerPoint, PDF, Acrobat).

PHOTOCOPIERS

Information about document requirements is given in more detail in the section about documents.

- At least two good quality photocopying machines (with collators) will be needed for photocopying documents produced during the meeting. The ICO uses a Xerox 4110 High Volume copier. The paper size used is A4 80 gm paper (210 x 297 mm). A small amount of A3 paper should also be provided in case documents need to be enlarged.
- In addition, a medium photocopier should be provided for use by Secretariat staff.

MEETING ROOM ACCESSORIES/EQUIPMENT

The following should be provided:

- Bells to indicate the start of the meetings should be in place (rung three times at the request of the Secretariat staff) – this is important to ensure meetings start as scheduled.
- Water and glasses, and pads of paper and pens should be laid out at each place at the tables in each of the meeting rooms and in the interpreters' booths.
- Stands for nameplates - around 100-120 stands with slots to stand the nameplates in will need to be available (ICO can send out with nameplates if wished).
- Country flags – the host country should provide flags and flagpoles for each country.
- Signs – Switch off mobile phones, Information desk, Registration, Documents counter, etc. should be made up and placed at the appropriate desks.
- A system for giving messages to delegates will need to be in place.
- The schedule for each day will need to be typed up and enlarged and put on display on boards at the Information Desk and Documents counters so delegates can check the arrangements.

- Nameplates for delegates (Governments, PSCB, etc.) together with nameplate stands will be sent out by ICO and should be displayed at each meeting as indicated in the meeting room plans (see the Annex with layout of rooms).
- Gavel for the Chairperson – this will be sent out by the ICO and should be on the table in front of the Chairperson’s seat at **each** meeting.

STATIONERY REQUIREMENTS FOR SECRETARIAT OFFICES

- Light staplers – 3
- Heavy duty stapler – 3 for documents reproduction
- Staple removers
- Staples
- Paperclips
- Rubber bands
- Pens
- Pencils
- Pencil sharpeners
- Paper pads
- Hole punchers
- Cellotape
- Waste paper baskets
- Scissors
- Post it notes
- Envelopes
- Labels
- Diskettes/CD-Roms
- Clear plastic A4 folders

13. CATERING

- Coffee, tea, biscuits and bottled mineral water should be available continuously **throughout** the day for delegates. If coffee and tea, etc. are provided at a cafeteria, the conference organizers would need to consider how they arrange this – e.g. authorizing delegates to have tea/coffee throughout the day, with the costs charged to the host country.
- Bottled mineral water and glasses should be available in front of the Chairperson, the Executive Director and the Secretary, on the tables for meetings and in the interpreters booths.

- Delegates usually make their own arrangements for lunches during meetings – ideally facilities should be available in the conference center to facilitate an early return to meetings, otherwise there should be restaurant facilities close by where they can eat lunch and return to the meetings in the space of an hour.
- In the case of social events (banquets/receptions, etc.), caterers should take account of a range of dietary needs (e.g. Muslim/vegetarian, etc.).
- Sandwiches and drinks should be available for Secretariat staff and the Executive Director during meetings as staff often work through the lunch breaks.

14. SECURITY

Strict security should be in place as many high-level delegates are likely to attend the meetings.

15. INTERPRETATION AND TRANSLATION

Interpreters

Unless parallel meetings are envisaged, the ICO will arrange to recruit a single team of interpreters (eight in total, two for each of the official languages, English, French, Portuguese and Spanish), one of whom acts as Chef d'Equipe. At least one of each of the four teams will have the four official languages, the remainder should have at least three of the four languages. Interpretation is always simultaneous (not consecutive).

The ICO would wish to bring the regular Chef d'Equipe from London to coordinate the meetings, and at least one regular interpreter for each of the three other languages out to the host country. In the case of the other four interpreters, the ICO will endeavour to recruit interpreters based in the host country or neighbouring countries who are AICC members, with A in the appropriate language and who have worked for the ICO before.

Interpreters usually work three hours in the morning and three hours in the afternoon, with 1 ½ hours break for lunch. In the case of the meetings in the host country, as only one team is available, interpretation would **not** be available after 18:00.

Translators (documents)

For documents produced during meetings, the ICO will use the translation facilities available at the ICO headquarters, with documents emailed back to London for translation in the official languages. In view of time differences, no immediate translations could be made of texts which are not in English or the language of the host country.

It would be helpful if the host country could advise us of the languages spoken by staff working at the Conference Centre.

16. STAFFING REQUIREMENTS

The host country will need to provide the following staff for the meetings:

Reception and distribution of documents	<p>Four staff to staff the documents distribution counter and the Information Desk (suggest two at each) and carry out duties such as registration/preparation of badges, etc.</p> <p>Note – if meetings are located on different floors, a second distribution counter would be needed and an additional 2 staff needed.</p> <p>Since these staff will also be responsible for taking telephone calls and messages for delegates, providing general information to delegates, it would be helpful if they could speak English as well as the language of the host country, and preferably another of the official languages of the Organization.</p> <p>These staff will also need to assist with putting out nameplates/setting up rooms.</p>
Documents reproduction	Two staff to photocopy and collate documents before and during the meetings as required.
Typing services	Typing of documents may be required. Provision should be made for staff to be available for secretarial duties.
Audiovisual	Two technicians to record meetings.
Overall supervision	One person to supervise smooth running of Information Desk, registration, etc. and to supervise documents distribution.

17. ICO STAFF

Details of staff attending the meetings, and their flights and hotel accommodation will be sent by email to the organizers of the host country by Mr David Moorhouse nearer to the date of the meetings. ICO staff will arrive in the host country 2 to 4 days before the meetings start.

18. MEDIA ARRANGEMENTS

The host country should make all necessary arrangements for the media and for press briefings. Information about the arrangements for briefing the press and any dates and details of press conferences should be provided to the ICO in advance of the meetings so that interested journalists can obtain further information as necessary. Details about arrangements made by ICO for meetings in London are given below for information.

Preliminary information

The ICO usually sends an email to its press list 7 to 10 days before the meetings start, advising them about forthcoming meetings and attaching key documents such as the schedule of meetings, agendas, market review and other documents. As the ICO spokespersons (the Executive Director and Head of Operations) will both be in the host country, and it will not be possible for the press to contact them or get information from staff in London, the host country should provide the name of the press officer who can act as a point of contact for the press before and during the meetings, provide updates and information, and inform the ICO of requests for interviews, etc. Contact details such as telephone, fax, mobile, email etc. should be given in advance to the ICO for distribution to the ICO press list.

Press briefings

For meetings in London, the ICO normally issues an invitation to the press to attend a press briefing on the last day of the meetings. The Executive Director invites the Chairmen of ICO bodies to join him for the final press briefing. Journalists may **not** attend the formal ICO meetings (Council, PSCB etc.) as these are only open to representatives of ICO Member Governments and invited observers.

The ICO would generally brief the press as follows:

- On the outcome of the week of meetings on the last day (if time permits).
- The host country may wish to issue other press releases as necessary.

Press packs

The ICO usually arranges for key documents (Annual Review, background information, agendas etc.) to be made available for the press at the meeting in press packs. Electronic copies of the documents will be sent to the press officer of the host country before the meetings for printing and distribution to the press as necessary.

Photographs/filming

The host country may wish to arrange for an official photographer to cover the events, and to take official photographs of delegates attending the Council session. If the media want to film the meetings, accredited photographers and TV crews may cover the 'open' events on the schedule and the first three to five minutes of the Council session, with the approval of the Chairperson. Regular meetings (Council, PSCB etc.) are normally closed to the press.

ICO does not make any special arrangements for photographs, but has a digital camera which the Secretariat staff use to take pictures for the website.

19. ICO DOCUMENTS – PRINTING AND PREPARATION OF SETS

Background

ICO documents are printed in the four official languages of the Organization (English, French, Portuguese and Spanish). The ICO uses 80 gm paper for standard documents, in A4 size 210 x 297mm. The cover page of documents in the languages includes a symbol showing the language:

Language	Symbol
English	E
Spanish	C
French	F
Portuguese	P

Explanation of symbols

The ICO uses a series of letters and numbers to identify documents. The first part of the document number generally refers to the meeting at which the document will be considered. Council documents (ICC) include the number of the session the document is issued at (e.g. 108 or 109), while documents of the Private Sector Consultative Board (PSCB) and of other ICO bodies include the number in the series (e.g. 3872, 3873 etc.) and the year the document was issued in (e.g. /12 /13). Some examples of the various symbols are given below:

ICC-109-1	International Coffee Council / Session: 109 / Document number: 1
PSCB-25/12	Private Sector Consultative Board / Document number: 25 / Year: 2012
FA-18/12	Finance and Administration Committee / Document number: 18 / Year: 2012
PJ-29/12	Projects Committee / Document number: 29 / Year: 2012

Quantities required

The ICO is moving towards a paperless system for meetings. The information given in the next few paragraphs regarding quantities of documents is therefore subject to change (see also Section 21).

Estimates for numbers of documents and folders required are given below (please note that these are **estimates only as the number of delegates attending meetings in the host country is not known**). The ICO always prepares extra sets for the interpreters and to give additional sets to delegates who request these.

Meeting	Document symbols	Number of sets				Estimated number of documents in each set	Estimate of total number of pages printed per set	Estimate of sheets of A4 paper required
		E	C	F	P			
Private Sector Consultative Board	PSCB	60	-	-	-	6	21	1,260
Statistics Committee	SC	50	20	20	20	7	21	2,310
Council Session	ICC WP-Council	100	50	40	30	37	230	50,600
Promotion and Market Development Committee	PM	60	30	30	20	4	11	1,540
Projects Committee	PJ	60	30	30	20	14	90	12,600
Finance and Administration Committee	FA	30	20	20	20	17	100	9,000
<i>Consultative Forum on Coffee Sector Finance (if applicable)</i>	<i>CF</i>	??	??	??	??	??	??	??
Total	<i>Including miscellaneous</i>					??	??	90,000

Options for printing:

Documents and folders printed and prepared in London and sent to the host country

Documents can be printed in-house by the ICO and collated and sent out to host country in pre-prepared folders a week before the meetings. Documents prepared (or translated) **after** this date would be sent to the host country in PDF format and photocopied on the spot (without colour covers).

Printing in the host country

At least two good quality photocopying machines will be needed for copying documents produced during the meetings. The ICO uses a Xerox 4110 High Volume copier.

Folders

The host country will need to arrange for around **700** folders (estimate only for guidance) for documents to be available (**in addition** to folders required for the Consultative Forum if applicable).

Folders are different colours to identify the language sets (yellow for English, blue for Spanish, green for Portuguese and brown for French). Labels will need to be printed for each folder indicating the name and date of the meeting. Examples of labels are given below.

International Coffee Council

Day / month / year

Private Sector Consultative Board

Day / month / year

Statistics Committee

Day / month / year

Projects Committee

Day / month / year

Promotion and Market Development Committee

Day/ month / year

Finance and Administration Committee

Day/ month / year

Consultative Forum on Coffee Sector Finance

Day/ month / year

Preparation of document sets

Documents are put into sets in the order they are listed on the agenda. ICO documents staff will be available in the host country to advise on the order of documents in folders. An outline timetable can be sent 2-3 months in advance of the meetings to the host country about the schedule for printing and sending documents for the meetings.

Sets are prepared usually two days before the respective meeting is scheduled, as there are often last minute documents to be included in the sets.

If a document is not available in translation for inclusion in a set 24 hours before the set is collated, then a copy in English is put in its place. This means that additional documents in English may have to be printed prior to preparation of a set.

Any documents to be printed after the deadline for the preparation of sets has passed are not included in the sets but are distributed to delegates separately (either at the documents counter or circulated by messengers during the meetings).

New documents during meetings

ICO staff clear all new documents printed during the meetings before distribution to delegates. Documents which are issued during the meetings include the votes document and the provisional List of Delegations. Occasionally copies of Resolutions need to be printed and statements/declarations by delegates often also need to be circulated during the meetings.

Note: Copies of all new documents distributed during meetings should be given to the interpreters.

Documents available for consultation

Some documents are made available for reference/consultation at the documents counter throughout the meetings to be given to delegates who request these (for example the 2007 Agreement). The ICO will provide a list of these documents nearer the date of the meetings and information about the numbers required for printing.

Publications/Leaflets for display

If the host country or other countries or organizations wish to display publications/leaflets at the Information Desks around 200 should be sufficient to enable delegates to take copies away with them.

20. OUTLINE SCHEDULE OF PREPARATIONS FOR COUNCIL AND OTHER ICO MEETINGS	
Six months before meetings	
Host country:	<ul style="list-style-type: none"> • Report to Council on progress (if appropriate) • Recruit key helpers • Budget agreed • Venue selected and visited • Meeting room and accommodation requirements confirmed (rooms may be block-booked in advance) • Working facilities established e.g. interpretation, technical equipment (sound system/AV etc.), staffing arrangements • Special equipment secured • Suppliers contacted • Communication facilities and transportation requirements established • Catering and social arrangements planned • Publicity plan prepared • Provisional programme and social events scheduled • Monthly reports on progress to ICO Executive Director commence
ICO:	<ul style="list-style-type: none"> • Document setting out requirements for meetings sent to the host country • Estimate of additional costs incurred by ICO (airfares, per diems, postage etc.) sent to the host country
Five months before meetings	
Host country:	<ul style="list-style-type: none"> • Preparation of the draft manual for delegates • Website prepared • On-line registration facility established • Monthly report on progress sent to ICO Executive Director
Four months before meetings	
Host country:	<ul style="list-style-type: none"> • Monthly report on progress sent to ICO Executive Director • Draft manual sent to ICO for comment • Signs / decoration – Banners (external and internal), logos and signs designed • Arrangements in place for assisting delegates with visas
Three months before meetings	
Host country:	<ul style="list-style-type: none"> • Monthly report on progress sent to ICO Executive Director • Meeting rooms and requirements confirmed (e.g. communications, AV etc.) with the Conference Centre • Inaugural programme drafted and arrangements for VIPs considered • Invitations sent to VIPs as appropriate • Security arrangements – police advice obtained, etc.
ICO:	<ul style="list-style-type: none"> • Convocation and outline programme finalized and sent out by email to Members and observers • Manual translated and sent to delegates • Names of ICO staff confirmed and hotels and travel arrangements booked and sent to the host country • Team of interpreters booked for the meetings and contracts sent out

Delegates	<ul style="list-style-type: none"> Delegates and observers provide preliminary indication of hotel accommodation requirements
Two months before meetings	
Host country:	<ul style="list-style-type: none"> Monthly report on progress sent to ICO Executive Director Hotel requirements reviewed Registrations from delegates processed
ICO:	<ul style="list-style-type: none"> Reminder document sent out regarding the need to make hotel/tour (if applicable) reservations as soon as possible Credentials information sent out to delegates Arrangements for ICO staff and interpreters to attend the meetings made
Six to seven weeks before meetings	
Host country:	<ul style="list-style-type: none"> Monthly report on progress sent to ICO Executive Director Briefcases/folders (yellow for English, blue for Spanish, green for Portuguese and grey for French) for documents ordered and labels for folders (printed with name of each meeting) prepared Stationery (pads, pencils etc.) ordered Personnel arrangements made for the meetings and rotas prepared (to assist with registration, information, documents etc.) Speakers and arrangements for Seminar or World Coffee Conference finalized (seating, registration, presentations, documents etc.) (if applicable) Detailed schedule for the week finalized Other meeting arrangements (registration/ information/ security etc.) finalized Arrangements for the media, photographers etc. finalized Invitations for social events printed as appropriate
ICO:	<ul style="list-style-type: none"> Country and other meeting nameplates and nameplate stands (c.120) etc. sent out to the host country Sample plans showing layout of nameplates for the Council Session sent Further ED document as a reminder to Members who have not yet indicated that they will be attending the meetings Documents prepared and translated in the four languages
Three to four weeks before meetings	
Host country:	<ul style="list-style-type: none"> Documents printed and collated and put in folders for each meeting Press invited to attend press briefings and sent background information Offices set up with stationery, furniture etc. Arrangements for meeting delegates and VIPs, registration, displays of publications etc. finalized Badges prepared for delegates
ICO:	<ul style="list-style-type: none"> Documents sent out in PDF format by email to the host country List with order of the documents for each meeting prepared and sent to the host country to assist in preparing the sets of documents Documents also put on memory sticks and brought out by staff (hard single sided copies may also be brought out in case needed for photocopying) ICO staff arrive in the host country a few days before the meetings commence Schedule of meetings reviewed and prepared in detail Press release on forthcoming meetings issued

Week of meetings	
Host country:	<ul style="list-style-type: none"> • Rooms set up each day with nameplates, flags etc. • Registration arrangements in place and badges ready for collection • Press briefings/media arrangements • Photographs of delegates/meetings • Daily schedules of meetings put on notice-boards
ICO:	<ul style="list-style-type: none"> • Credentials report and provisional List of Delegations prepared • New documents processed and translated
After the meetings	
Host country:	<ul style="list-style-type: none"> • The host country returns the country nameplates, nameplate stands, gavels and any other materials to the ICO
ICO:	<ul style="list-style-type: none"> • ICO prepares invoice of costs (travel of staff, communications, additional translation etc.) and sends to the host country for payment

21. ADDITIONAL INFORMATION

- Information has been given for providing paper sets of documents – at this stage the transition to paperless meetings recommended by the Council has not been completed, so provision may still need to be made for some paper sets for delegations. Provision will also need to be made for delegates to have access to electrical outlets in the meeting rooms of the conference venue.
- The date of the next Consultative Forum event is not yet known (likely to be in either March or September 2013).
- The host country may wish to organize social events and other commemorative activities as was the case for the 40th anniversary in Cartagena (see document ED-1899/03)
- Members are also invited to contact the representatives of Colombia, Brazil and Guatemala to find out about their experiences of hosting Council Sessions in 2003, 2005 and 2010.
- This document will be updated at the start of 2013 to provide revised information available on documents, duration of meetings, Consultative Forum or seminar arrangements, as appropriate, etc.

RELEVANT DOCUMENTS

Please click on the following hyperlinks to open the document:

- [Manual for 89th Session in Colombia](#)
- [Manual for 94th Session in Brazil](#)
- [Convocation for 104th Session in Guatemala \(ED-2077/09 and Rev. 1\)](#)
- [List of Delegates for 89th Session in Colombia \(ICC-89-9\)](#)
- [List of Delegates for 94th in Brazil \(ICC-94-10\)](#)
- [List of Delegates for 104th Session in Guatemala \(ICC-104-8\)](#)
- [ICO Guide to meetings](#)
- [List of ICO Member countries and countries in process of completing membership \(as at May 2012\)](#)
- [Layout of nameplates for Council, PSCB and Committees](#)
- [Website information for Colombia](#)
- [Website information for Brazil](#)
- [Website information for Guatemala](#)
- Sample checklist for staff assisting with meetings (available on request)
- Addresses of designated contacts for ICO Members (available on request)
- [List of office-holders for 2011/12](#)
- [Examples of badges](#)
- [Examples of ICO folders and documents](#)
- [Highlights of the 40th anniversary of the ICO in Cartagena \(ED-1899/03\)](#)