



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2085/10

11 January 2010
Original: English

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Registration for the World Coffee Conference (26 to 28 February 2010) and credentials for the 104th Session of the Council and other ICO meetings (1 to 4 March 2010), Guatemala City, Guatemala

1. The Executive Director presents his compliments and, on behalf of the Chairman of the World Coffee Conference 2010, wishes to remind Members about the need to register for the Conference and to make the necessary arrangements, as indicated below.

Registration for the World Coffee Conference (26 to 28 February 2010)

2. As indicated in the convocation (document ED-2077/09 Rev. 1, attached) and reminder contained in document ED-2081/09, registration for the World Coffee Conference 2010 should be completed preferably online at www.wcc2010guatemala.com or (if Internet access is not available), by completing and faxing the forms in the convocation to the Conference organizers in Guatemala **as soon as possible**. Each delegation is entitled to **three** free places, and the registration fee for additional places is US\$450 for international delegates or US\$350 for delegates from Central America. The preliminary programme is contained in document ED-2084/09.

Hotel and travel arrangements

3. In view of the considerable demand for hotel rooms in Guatemala City at this time of year, Members are requested to book their hotel accommodation either online (www.wcc2010guatemala.com) or by sending an email to the Conference organizers (info@wcc2010guatemala.com). Travel arrangements should also be made as soon as possible, as flights to Guatemala can get very full in February and March.

Credentials for ICO meetings (1 to 4 March 2010)

4. Rule 3 of the Rules of the Organization requires Members to inform the Executive Director, in writing, of the composition of their delegations. In view of the need to finalize the arrangements for the 104th Session of the International Coffee Council and other ICO meetings from 1 to 4 March 2010, Members are requested to send their credentials with details of designated participants to the Executive Director **by 29 January 2010**.

5. Credentials should be issued in writing by the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.

6. The Secretariat will examine the credentials of delegations and report to the Council on 4 March 2010. An example of a credential is contained in the Annex to this document for the information of Members.

MODEL ONLY

**CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER
OF DIPLOMATIC MISSION/MINISTRY**

[Date]

Mr Néstor Osorio
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Osorio,

**104th Session of the International Coffee Council, Executive Board
and other ICO meetings (1 to 4 March 2010, Guatemala City, Guatemala)**

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 104th Session of the International Coffee Council and other ICO meetings from 1 to 4 March 2010 in Guatemala City, Guatemala:

[Name] Representative
[Title]
[Organization]

[Name] Alternate(s)
[Title]
[Organization]

[Name] Adviser(s)
[Title]
[Organization]

Yours sincerely,

[Signature]*
[Name]
[Title]

** To be signed by a representative of the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place.*



- **World Coffee Conference**
- **International Coffee Council**
- **Private Sector Consultative Board**
- **Promotion Committee**
- **Executive Board**
- **Finance Committee**

Convocation of the World Coffee Conference (26 to 28 February 2010) and ICO meetings (1 to 4 March 2010), Guatemala City, Guatemala

Introduction

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the World Coffee Conference from 26 to 28 February 2010, followed by the 104th Session of the International Coffee Council and other ICO meetings which will take place from 1 to 4 March. A preliminary schedule of meetings is attached as Annex I.

Conference venue

2. The meetings are being arranged on the assumption that the 2001 Agreement will still be in force at the time of the 104th Council Session. If the 2007 Agreement enters into force before that date, the necessary changes will be made to the schedule to accommodate this and ensure a smooth transition between the two Agreements.

3. The World Coffee Conference will take place at the Convention Centre of the Westin Camino Real Hotel, 14 Calle 0-20, Zona 10, Guatemala City, Guatemala.

ICO meetings venue

4. Sessions of the Council and other ICO meetings will take place at the headquarters of the Guatemalan National Coffee Association (Anacafé), 5a Calle 0-50, Zona 14, Guatemala City, Guatemala (Tel.: +(502) 2324 3700 Ext. 125 / 2362 3211 / 2333 6730, website: www.anacafe.org).

5. The following Annexes are included in this document:

- | | |
|-----------|--|
| Annex I | Preliminary schedule of meetings (Conference and ICO meetings) |
| Annex II | Hotels and rates |
| Annex III | Registration form (World Coffee Conference) |
| Annex IV | Attendance form (ICO meetings) |
| Annex V | Transportation request form (arrivals and departures) |

WORLD COFFEE CONFERENCE (26 – 28 FEBRUARY 2010)

1. Information about the World Coffee Conference has been circulated in ICC-103-3 and is available on the official Conference website (www.wcc2010guatemala.com). A draft programme for the Conference is now available (see document ED-2080/09) and an updated programme will be circulated closer to the date of the Conference. Members are requested to inform representatives of the coffee sector in their country about the 2010 World Coffee Conference and to encourage their participation and contribution to this important event.

For information about the Conference and registration:

Blanca Castro
Marketing Coordinator
Guatemalan National Coffee Association (Anacafé)
5a Calle 0-50, Zona 14
Guatemala City
Guatemala
Tel.: +(502) 5510 8426
Fax: +(502) 2366 5776
Email: Blanca.MCG@anacafe.org
Website: www.wcc2010guatemala.com

OR Stephanie Cariñes
Anacafé
Tel.: +(502) 2421 3759

For information / reservations for hotels / tours: info@wcc2010guatemala.com

Registration for the Conference

2. Each ICO Member country is entitled to **three** free places. Members are requested to consult the designated person for their country before registering for the free places, to avoid any overlap or duplication. For additional delegates the registration fees (payable by credit card) are as follows:

International	US\$450
Central America	US\$350
Guatemala	US\$150

3. The registration fee includes passes to the Opening Ceremony, the Conference, exhibition area, social events in the Conference Programme. It also includes lunch and coffee breaks during the Conference as well as transportation (arrival, departure, to and from the Conference Centre and social events in the Conference Programme).

4. Delegates are requested to register as soon as possible. Registration should be completed online at www.wcc2010guatemala.com. Once you have registered online, a confirmation message will be sent with your registration password which can be used to make hotel, transportation or tour reservations. If Internet access is not available, delegates can complete and return the registration form (Annex III) to the Conference organizers in Guatemala no later than **30 November 2009** to Blanca Castro, Anacafé, Tel.: +(502) 5510 8426, Fax: +(502) 2366 5776, email: Blanca.MCG@anacafe.org.

Hotel reservations

5. Delegates are responsible for booking their hotel accommodation. A list of hotels and rates is attached as Annex II. Delegates can reserve their accommodation online on the Conference website (www.wcc2010guatemala.com). After requesting hotel accommodation, a representative will then contact you with further information and payment instructions. Alternatively, if Internet access is not available, contact Stephanie Cariñes at Anacafé on +(502) 2421 3759 or the hotels directly by phone or email (see Annex II for contact details of hotels).

6. Please note that there is considerable demand for hotel rooms in Guatemala City at this time of year and delegates are advised to make their reservations as early as possible.

Travel arrangements

7. Delegates are advised to make their travel arrangements to Guatemala as soon as possible, as flights to and from Guatemala can get very full at this time of year.

8. There are direct international flights to La Aurora International Airport in Guatemala City from Bogotá, Havana, Madrid, Managua, Mexico City, Panama City, San José, San Pedro Sula, San Salvador, Tegucigalpa and from 10 cities in the USA (including Los Angeles, Miami, New York and Washington). The following airlines fly to Guatemala City:

- American Airlines (www.aa.com)
- Continental Airlines (www.continental.com)
- Copa Airlines (www.copaair.com)
- Delta (www.delta.com)
- Iberia (www.iberia.com)
- Mexicana (www.mexicana.com)
- TACA (www.taca.com)

Visas and passports

9. Delegates are advised to check with their authorities whether they require a visa for entry into Guatemala. According to the information currently in our possession, visas are not required by nationals of the following ICO Member countries:

Austria, Belgium, Brazil, Bulgaria, Costa Rica, Cyprus, Czech Republic, Denmark, Dominican Republic, El Salvador, Estonia, Finland, France, Germany, Greece, Honduras, Hungary, India, Ireland, Italy, Japan, Latvia, Lithuania, Luxembourg, Madagascar, Malta, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States of America and Venezuela (Bolivarian Republic of).

10. Passports must be valid for six months beyond the intended length of stay. Further information about visas and passport requirements can be obtained from the local Guatemalan Embassy or Consulate, or websites such as: www.guatemala.embassyhomepage.com.

11. In the case of delegates with travel connections or transfers via the USA, visas will be required. Further information can be obtained through the US Embassies in individual countries (www.usembassy.gov/).

Assistance with visas

12. Information about visas for Guatemala is available from the Ministry of Foreign Affairs of Guatemala at the following website: <http://www.minex.gob.gt>. A list of Guatemalan Embassies is also available on the same website.

13. A special visa form is provided in the link of Foreign Affairs Service of the Conference website. ICO delegates requiring a visa have the option of receiving an electronic version. Once the visa has been approved and sent electronically, it should be printed and shown on arrival in Guatemala to immigration officials.

Transportation: airport arrivals and departures

14. La Aurora International airport is located four miles south of the city, around 20 minutes by taxi from the Zona Viva (Zone 10) where the Conference Centre is located. Special transportation will be available on arrival and departure for ICO delegates. Delegates should complete the transportation form with details of the dates, times and flight numbers of their arrival and departure online (www.wcc2010guatemala.com) or (if Internet access is not available) by completing and returning the transportation form attached to this document.

15. There is a departure tax of US\$30 (usually included in the fare). A security tax of US\$3 is payable at the airport.

Transportation: between hotels and meeting venues

16. Transportation will be available to and from the hotels and meeting venues. Routes will be published in the Conference dossier and a Conference information desk will be available in every hotel listed. Buses and bus stops at the hotels will be clearly identified.

17. Transportation will also be available during ICO meetings to and from hotels and Anacafé headquarters and at lunch-time to and from restaurants in the area.

Tours

18. The following special pre and post-event tours are available for Conference participants:

Tours for companions (free)

	Date
Popol Vuh and Ixchel museums	26 February
Handicrafts market	27 February
Guatemala city tour	28 February

One-day tours

	Cost
Antigua	US\$54
Pacaya Volcano	US\$49
Lake Atitlán (Santiago Atitlán and Santa Catarina Palopó)	US\$63
Chichicastenango indigenous market	US\$60
Tikal National Park	US\$303

Two-day tours (two days, one night)

	Cost
Lake Atitlán and Chichicastenango indigenous market	Single: US\$224
	Double: US\$166
	Triple: US\$157
Tikal and Yaxhá archaeological sites	Single: US\$438
	Double: US\$391
	Triple: US\$384
Antigua	Single: US\$246
	Double: US\$183
	Triple: US\$178

19. For further information or to reserve a place on a tour, please go to the tours section of the Conference website (www.wcc2010guatemala.com).

ICO MEETINGS (1 – 4 MARCH 2010)

Agendas and arrangements

20. Draft Agendas are attached together with a provisional programme. Members wishing to suggest matters for consideration or decision at these meetings are requested to advise the Executive Director in writing no later than **30 November 2009**. Any documents for circulation or consideration at the meetings should also reach the Secretariat (info@ico.org) no later than **30 November 2009**, to ensure that they can be translated and circulated to Members in advance. Delegates are also requested to inform the Secretariat by the same date if they wish to make a presentation, so that the necessary arrangements can be made.

21. One team of interpreters will be available from 26 February to 4 March 2010.

22. Information about hotels, airlines, transportation, visas, tours, etc. is provided in paragraphs 5 to 19 above.

Credentials for ICO Members

23. Credentials for the 104th Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London (22 Berners Street, London W1T 3DD) as outlined below.

24. 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 29 January 2010 to facilitate preparation of the credentials report and List of Delegations in advance of the meetings.**

25. 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.

26. The credentials of delegations will be examined by the Chairman, 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.

Observers – notification of attendance

27. Observers invited from non-member countries, international organizations and private sector associations wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **30 November 2009** of the specific meetings they wish to attend.

Badges

28. For the purposes of identification and security all participants attending the meetings are required to register on arrival at the Registration desk, and to wear the badges issued to them during all meetings.

GENERAL INFORMATION

Population	Guatemala: 13 million Guatemala City: 2.5 million
Area	108,000 km ²
Language	Spanish and ethnic languages
Local time	GMT -5 hours
Electricity	110VAC 60 Hz
International direct dialing code	+502 (Guatemala) +2 (Guatemala City)
Currency	The local currency is the Quetzal (1 quetzal = 100 centavos). A universal currency converter can be found at www.xe.com/ucc
Climate	The average temperature in Guatemala City in February/March is 25° – 27° C (maximum) and 12° – 14° C (minimum). Information about the current weather forecast in Guatemala can be found on www.cnn.com or www.weather.com
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance.
Health requirements for entry into Guatemala	Compulsory vaccinations: Yellow fever certificate if arriving from infected areas. Recommended immunisations: Rabies, diphtheria, hepatitis A and B, malaria, polio, TB, tetanus, typhoid and cholera. If there is any doubt about the need for vaccinations, please contact the local Consulate General or Embassy of Guatemala.
Useful links	World Coffee Conference: www.wcc2010guatemala.com Embassy of Guatemala: www.Guatemala.embassyhomepage.com Guatemala Tourism Commission (INGUAT): www.visitguatemala.com Anacafé: www.anacafe.org Ministry for Foreign Affairs, Guatemala: http://www.minex.gob.gt

As at 23 November 2009

WORLD COFFEE CONFERENCE

**Provisional programme
Convention Centre
Westin Camino Real Hotel
14 Calle 0-20, Zona 10, Guatemala City, Guatemala**

26 – 28 February 2010

Thursday, 25 February		Room	Open to	Note
10:00	Press conference	Press Room Las Ceibas	Press	
Friday, 26 February		Room	Open to	Note
09:00 – 13:30	Registration	Registration area La Ronda	Conference participants	
10:00	Inauguration of exhibition	Los Lagos		
11:00 – 12:00	Briefing with Executive Director, Anacafé, speakers and moderators	Las Ceibas II	Restricted: Conference speakers and moderators	
13:00 – 14:00	Lunch break	Los Lagos y Jardines		
14:00 – 16:00	Opening Ceremony/ Welcome speeches	Gran Salón Real	Conference participants	
16:00 – 17:00	Keynote speech	Gran Salón Real	Conference participants	
19:00	Reception hosted by President Colom	Palacio de la Cultura	Conference participants/ invited guests	
Saturday, 27 February		Room	Open to	Note
09:00 – 13:00	Session 1: Economic sustainability – the economics of production	Gran Salón Real	Conference participants	
13:00 – 14:30	Lunch break	Los Lagos y Jardines		
14:30 – 18:15	Session 2: Economic sustainability – the economics of demand	Gran Salón Real	Conference participants	
20:00 -	Gala party (50 th anniversary of Anacafé)	Anacafé headquarters	Conference participants/invited guests	
Sunday, 28 February		Room	Open to	Note
09:00 – 09:45	Session 2 : Economic sustainability – the economics of demand	Gran Salón Real	Conference participants	
09:45 – 11:30	Session 3: Environmental sustainability	Gran Salón Real	Conference participants	
11:30 – 13:00	Session 4: Social sustainability	Gran Salón Real	Conference participants	
13:00 – 14:30	Lunch break	Los Lagos y Jardines		
14:30 – 16:15	Session 4: Social sustainability	Gran Salón Real	Conference participants	
16:30 – 17:30	Closing ceremony and Conference conclusions	Gran Salón Real	Conference participants	

As at 6 November 2009

ICO MEETINGS

**Provisional programme
Anacafé headquarters
Calle 0-50, Zona 14,
Guatemala City, Guatemala**

1 – 4 March 2010

Monday, 1 March		Room	Open to	Note
08:45 onwards	Registration	Foyer	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
09:30 – 13:00	PSCB	Los Presidentes	Restricted	
13:00 – 14:30	Lunch break	Shuttle service		
14:30 – 17:30	Executive Board	Pergamino	Members	
Tuesday, 2 March		Room	Open to	Note
08:30 – 09:30	Briefing meeting	Aroma de Café	Restricted	Chairmen and invited Members only
09:30 – 11:30	Finance Committee	Salón Junta Directiva	Restricted: ICO Members only	
11:30 – 13:00	Promotion Committee	Los Presidentes	ICO Members and observers	
13:00 – 14:30	Lunch break	Shuttle service		
14:30 – 17:00	Council	Los Presidentes	ICO Members and observers	
Wednesday, 3 March		Room	Open to	Note
09:30 – 13:00	Council	Los Presidentes	ICO Members and observers	
13:00 – 14:30	Lunch break	Shuttle service		
14:30 – 17:30	Council	Los Presidentes	ICO Members and observers	
Thursday, 4 March		Room	Open to	Note
09:00 – 10:00	Press conference	Tbc	Press	The Executive Director and Chairmen will brief the press on the outcome of meetings during the week (to be confirmed)
10:00 – 13:00	Council	Los Presidentes	ICO Members and observers	
13:00 – 14:30	Lunch break	Shuttle service		
14:30 – 17:00	Council	Los Presidentes	ICO Members and observers	<i>Provisional (if required)</i>

Notes:

1. A shuttle service will be provided at lunchtime to take delegates to hotels and restaurants 10 minutes away from Anacafé headquarters.
2. There will be one team of interpreters from 1 to 4 March.

HOTELS AND RATES

1. Reservations should be made by participants as soon as possible online at the accommodation section of the official conference website (www.wcc2010guatemala.com). After requesting hotel accommodation, a representative will then contact you with further information and payment instructions. Alternatively, delegates can contact info@wcc2010guatemala.com or if Internet access is not available, phone Stephanie Cariñes at +(502) 2421 3759.

2. In view of the large number of events in Guatemala City during February and March, hotels have restricted accommodation and it is suggested that hotel reservations should be made as early as possible.

The locations of the hotels, Conference Centre and Anacafé headquarters are shown below.



HOTEL**Westin Camino Real *******

Avenida la Reforma y 14 Calle, Zona 10
Guatemala City
Tel.: +(502) 2337 2500 ext. 5589
Email: reservaciones@caminoreal.com.gt
Website: www.starwoodhotels.com/westin

Best Western Hotel Stofella ****

2 Avenida 12-28, Zona 10
Guatemala City
Tel.: +(502) 2410 8600 / 2410 8620
Email: info@stofella.com
Website: www.stofella.com/

Hotel Vista Real Guatemala *****

Prolongación Blvd. Los Próceres Km 9, Zona 15
Guatemala City
Tel.: +(502) 2427 0000 Ext. 1031
Email: info@vistareal.com
Website: www.vistareal.com

Holiday Inn ***

1 Avenida 13-22, Zona 10
Guatemala City
Tel.: +(502) 2421 0001
Website: www.guatemala.holiday-inn.com

Biltmore Express ***

15 Calle 0-31, Zona 10
Guatemala City
Tel.: +(502) 2337 2500 Ext. 5589/5583
Website: same as Camino Real

Mercure / Casa Veranda *****

12 calle 1-24, Zona 10
Guatemala City
Tel.: +(502) 2411 4100

Radisson Hotel & Suites *****

1 Avenida 12-46, Zona 10
Guatemala City
Tel.: +(502) 2421 5151 / 4018 8098
Email: reservas@radissonguatemala.com
Website: www.radisson.com/guatemalacitygt

Barceló Guatemala City *****

7 Avenida 15-45, Zona 9
Guatemala City
Tel.: +(502) 2320 4038
E-mail: guatemalacity@barcelo.com
Website: www.barcelo.com

Intercontinental

14 Calle 2-51, Zona 10
Guatemala City
Tel.: +(502) 2413 4557 / 5826 1006
Website: www.intercontinental.com

DAILY RATES (EXCLUDING BREAKFAST)

Deluxe single or double : US\$260 +22% tax
Executive Club: US\$290 +22% tax

Note: The Westin Camino Real is the venue for the 2010 World Coffee Conference

Single or double: US\$65 +22% tax
Triple: US\$75 +22% tax

Business class floor gran clase: US\$295 +22% tax
Business class floor master: US\$285 +22% tax
Gran clase: US\$265 +22% tax
Master suite: US\$250 +22% tax

Single or double: US\$165 +22% tax

Single or double: US\$150 +22% tax

Junior suite deluxe single: US\$115 + 22% tax
Junior suite deluxe double: US\$135 + 22% tax
Master suite deluxe single: US\$135 + 22% tax
Master suite deluxe double: US\$155 + 22% tax

Deluxe suite single or double: US\$200 +22% tax
Premier suite single or double: US\$180 +22% tax
Junior suite single or double: US\$180 +22% tax

Junior suite single: US\$350 +22% tax
Club premium single: US\$300 +22% tax
Superior deluxe single: US\$270 +22% tax
Superior standard single: US\$250 +22% tax

Deluxe double: US\$304 + 22% tax
Deluxe single: US\$289 + 22% tax

Hotel Viva Clarion Suites *****

14 Calle 3-08, Zona 10
 Guatemala City
 Tel.: +(502) 2421 3333 / 5502 9923
 Email: reservas@clarionguatemala.com
 Website: www.clarionguatemala.com

Suite elite double: US\$250 +22% tax
 Suite elite single: US\$225 +22% tax
 Suite deluxe triple: US\$250 +22% tax
 Suite deluxe double: US\$200 +22% tax
 Suite deluxe single: US\$180 +22% tax

Crowne Plaza *****

Avenida las Americas 9-08, Zona 13
 Guatemala City
 Tel.: +(502) 2422 5010
 Website: www.CrownePlaza.com

Master suite: US\$250 + 22% tax
 Junior suite: US\$135 + 22% tax
 Executive floor: US\$125 + 22% tax
 Standard single or double: US\$100 + 22% tax

Otelito

12 calle 4-51, Zona 10
 Guatemala City
 Tel.: +(502) 2339 1811 / 5210 8760
 Email: reservations@otelito.com / stay@otelito.com
 Website: www.otelito.com

Suite: US\$96 + 22% tax
 Double: US\$96 + 22% tax
 Single: US\$85 + 22% tax

Hotel Princess Guatemala *****

12 calle 7-65, Zona 9
 Guatemala City
 Tel.: +(502) 2423 0909
 Website: www.hotelesprincess.com/en/guatemala

Deluxe single or double: US\$125 + 22% tax

REGISTRATION FORM
WORLD COFFEE CONFERENCE (26 – 28 FEBRUARY 2010)
(one form to be completed per person)

Registration can also be completed online at www.wcc2010guatemala.com.

Please complete and return to:

Blanca Castro
Guatemalan National Coffee Association (Anacafé)
Guatemala City, Guatemala
Tel.: +(502) 5510 8426
Fax: +(502) 2366 5776
Email: Blanca.MCG@anacafe.org
Website: www.wcc2010guatemala.com

Registration for the World Coffee Conference – ICO delegates

Prefix: Name: Surname:

Name on registration badge:

Official position: Organization:

Address:

Country: Telephone:

Fax: Email:

I will attend the World Coffee Conference as a member of the delegation of: YES NO

.....
(Please state name of ICO Member country / PSCB association, etc.)

I am registering for one of the **three free** places for my country YES NO

This registration has been confirmed with the designated person for my country (please give name of designated person so that this can be confirmed/clarified, if necessary) YES NO

Registration for the World Coffee Conference – non-ICO delegates
(or in the case of additional places required by Members):

Registration fee for international delegates (US\$450) YES NO

Registration fee for Central American delegates (US\$350) YES NO

Payment method:

Credit card: AMEX/VISA/MC/Other:

Name of cardholder:

Credit card number:

Security code number: Expiry date:

Signature:

Note: After registering, the total cost including taxes will be sent to you by email or fax for approval.

ATTENDANCE FORM
ICO MEETINGS (1 – 4 MARCH 2010)
 (one form to be completed per person)

In the case of ICO Members attending the Council, letters of credentials are also required.

I will attend the following meetings to be held in Guatemala City:

	Yes*	No*
World Coffee Conference (26 – 28 February)	<input type="checkbox"/>	<input type="checkbox"/> (Please also complete separate form)
Private Sector Consultative Board (1 March)	<input type="checkbox"/>	<input type="checkbox"/> (PSCB)
Finance Committee (1 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Executive Board (2 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members)
Promotion Committee (2 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)
104 th Session of the Council (2 to 4 March)	<input type="checkbox"/>	<input type="checkbox"/> (Members & observers)

* Please tick as appropriate

As a member of the delegation of:

(Please state name of ICO Member country / PSCB association / observer organization, etc.)

Prefix: Name: Surname:

Name on registration badge:

Official position: Organization:

Address:

Country: Telephone:

Fax: Email:

Signature:

Please complete and return to:

Executive Director
 International Coffee Organization
 22 Berners Street
 London W1T 3DD
 United Kingdom
 Tel.: +44 (0) 20 7612 0600
 Fax: +44 (0) 20 7612 0630
 Email: info@ico.org

TRANSPORTATION REQUEST FORM
WORLD COFFEE CONFERENCE (26 – 28 FEBRUARY 2010)
ICO MEETINGS (1 – 4 MARCH 2010)

Please complete the following details to request transportation between La Aurora International Airport in Guatemala City and your hotel (one form to be completed per person). Transportation requests can also be completed online at www.wcc2010guatemala.com.

ICO Member country / PSCB association:

Name: Surname:

Title: Organization:

Country: Telephone:

Fax: Email:

Arrival in Guatemala City:

Date: Time:

Airline: Flight number:

Departure from Guatemala City:

Date: Time:

Airline: Flight number:

Hotel in Guatemala City:

Please return to:

Blanca Castro

Guatemalan National Coffee Association (Anacafé)

Fax: +(502) 2366 5776

Email: Blanca.MCG@anacafe.org

Website: www.wcc2010guatemala.com



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ICC 104-0

6 November 2009
Original: English

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International Coffee Council
104th Session
2 – 4 March 2010
Guatemala City, Guatemala

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	ICC-104-0 Guide to meetings
2. Admission of observers – to consider The Council will consider requests for observer status at this Session.	verbal
3. Votes and credentials	
3.1 Votes in the Council for coffee year 2009/10 – to approve The Secretary will report.	to follow
3.2 Credentials – to approve The Chairman will examine the credentials with the assistance of the Secretariat.	verbal
4. Membership	
4.1 Membership of the International Coffee Agreement (ICA) 2001 – to note The Executive Director will report.	verbal
4.2 Membership of the ICA 2007 – to consider The deadline for signature of the 2007 Agreement and the deposit of instruments is 25 September 2010 . A report on the status of the ICA 2007 will be circulated.	to follow

- 5. World Coffee Conference – *to consider*** verbal
- The Chairman of the World Coffee Conference 2010 will report on the Conference which will take place from 26 to 28 February 2010. The Council will be invited to consider ideas for actions arising from the event.
- 6. Coffee market situation – *to note*** to follow
- The Executive Director will introduce an analysis of the market situation. The latest official estimate for the Brazilian coffee crop for 2009/10 will be circulated.
- 7. Annual Review 2008/09 – *to note*** to follow
- The Executive Director will introduce the Annual Review for 2008/09.
- 8. Preparations for the ICA 2007 – *to consider***
- 8.1 Strategic action plan – *to consider*** to follow
- As decided by the Council in September 2009, Members are invited to send any further suggestions on the draft strategic action plan 2009 – 2014 (WP-Council 173/08 Rev. 3) in writing to the Executive Director by **15 December 2009**. The Council will consider a revised draft plan in March 2010.
- 8.2 Development strategy for coffee – *to consider*** to follow
- As decided by the Council in September 2009, Members are invited to send any further suggestions on the draft development strategy for coffee (WP-Council 191/09 Rev. 1) in writing to the Executive Director by **15 December 2009**. The Council will consider a revised draft strategy in March 2010.
- 8.3 Terms of reference for the Consultative Forum on Coffee Sector Finance – *to consider*** ICC-102-11
- As decided by the Council in September 2009, Members are invited to send any further suggestions on the terms of reference for the Consultative Forum on Coffee Sector Finance (ICC-102-11) in writing to the Executive Director by **15 December 2009**. The Council will consider the terms of reference in March 2010.
- 8.4 Conversion factors – *to consider*** ED-2062/09
- The Council will consider the recommendation of the Statistics Committee on a proposal to change the conversion factor for green decaffeinated coffee (Article 2 of the ICA 2007).

8.5 Rules on Indicator Prices – *to consider*

verbal

In the event that the 2007 Agreement enters into force before September 2010, the Council is requested to extend the application of the current Rules on Indicator Prices (document EB-3776/01 Rev. 1) until the Statistics Committee submits its recommendation on the new Rules for the collection, transmission, calculation and publication of group and composite prices.

9. Consultative Forum on Coffee Sector Finance – *to consider*

WP-Forum 1/09

WP-Forum 2/09

WP-Forum 3/09

PSCB-117/09

to follow

The Council will consider the following matters with a view to preparing for the implementation of the Forum under the ICA 2007:

- Chairman and Vice-Chairman
- Composition and terms of reference of Steering Committee
- Date of Forum
- Agenda of the Forum
- Proposals for organizations to be invited to participate in the Forum
- Financing of the Forum

10. Coffee development projects

10.1 Projects for approval by the Council – *to consider and if appropriate, to approve*

to follow

The Chairperson of the Executive Board will report on projects considered by the Board in March 2010.

10.2 Projects already approved by the CFC – *to note*

to follow

A progress report on the implementation of projects approved by the CFC will be circulated. The Head of Operations will report.

11. Studies, reports and seminars

11.1 Coffee consumption patterns in selected importing countries – *to consider*

to follow

A study on coffee consumption patterns in selected importing countries will be circulated (as provided for in the programme of activities for 2009/10).

11.2 Cyclical patterns of coffee production – *to consider*

to follow

A study on cyclical patterns of coffee production will be circulated (as provided for in the programme of activities for 2009/10).

11.3 Climate change – to consider verbal

The Executive Director will give an update on the effects of climate change in producing countries in the light of the United Nations Framework Convention on Climate Change in Copenhagen in December 2009.

11.4 Seminar topic for September 2010 – to consider verbal

As suggested at the last Session, a programme of future seminars or workshops will be prepared. This will be included in the revised draft strategic action plan. The Council will consider proposals for a topic for a Seminar or workshop at the time of the Council Session in September 2010.

12. Report by the Chairperson of the Private Sector Consultative Board (PSCB) – to note/to approve verbal

The Chairperson of the PSCB will report on the meeting of 1 March 2010.

13. Promotion Committee – to note verbal

Article 34 of the 2001 Agreement provides that the Promotion Committee shall report regularly to the Council.

14. Phytosanitary matters – to consider verbal

The Head of Operations will report on phytosanitary matters including Ochratoxin A (OTA), acrylamide and legislation on Maximum Residue Levels of pesticides.

The Executive Director has circulated ED-2078/09 (concerning the Environmental Protection Agency of the US and notice of availability of petition to revoke tolerances for certain pesticides relevant to coffee) and ED-2079/09 (inviting exporting Members to provide updated information to the US Department of Labor on efforts to eliminate child labour).

15. Cooperation with other agencies – to note verbal

The Secretariat is reviewing Memoranda of Understanding and future cooperation with other organizations in the light of the 2007 Agreement. The Executive Director will report.

16. National coffee policies – to note verbal

Member countries are invited to report on changes in coffee policies in their countries and to provide copies of statements and other information for circulation to Members.

17. Financial and administrative matters

17.1 Administrative Accounts of the Organization for the financial year 2008/09 and Report of the Auditors – *to approve* to follow

The Council will consider the recommendation of the Executive Board on the Administrative Accounts of the Organization for the financial year 2008/09 and Report of the Auditors.

17.2 Other financial and administrative matters – *to consider* to follow

The Chairman of the Finance Committee will report on other financial and administrative matters considered by the Committee including: outstanding contributions, the draft Administrative Budget for 2010/11 and proposals for revisions to salary scales, language allowance and the basis for contributions to the Provident Fund for staff in the General Service category.

18. Other business – *to consider* verbal

19. Future meetings to follow

A document containing dates of meetings in 2010/11 and 2011/12 will be circulated – *to consider*

The next Session of the Council will take place from 20 to 24 September 2010 – *to note*

Members are invited to suggest topics for presentations during the next Session, for inclusion on the Agenda, and improvements to future meeting arrangements – *to consider*



Executive Board

271st Meeting

1 March 2010 (14:30)

Guatemala City, Guatemala

Draft Agenda

Item	Document
1. Draft Agenda and schedule of meetings – to adopt	EB-3968/09 Guide to meetings
2. Votes in the Council and Executive Board for coffee year 2009/10 – to approve The Secretary will report.	to follow
3. Programme of activities for 2010/11 – to consider A document containing a draft programme of proposed activities in coffee year 2010/11 will be circulated. The Board will consider this prior to submitting a recommendation to the Council.	to follow
4. Coffee development projects	
4.1 Projects under consideration by the ICO – to consider New and revised project proposals for consideration in March 2010 should reach the Executive Director by 18 December 2009 . The Head of Operations will introduce the report of the Virtual Screening Committee (VSC) on proposals to be considered by Members.	to follow
4.2 Projects under consideration by the Common Fund for Commodities (CFC) – to note The Head of Operations will report on projects under consideration by the CFC, including projects considered by the CFC Project Appraisal Committee and Consultative Committee in January 2010.	to follow
4.3 International Coffee Genome Network (ICGN) – to consider The Executive Director will report on consultations with research institutions in exporting Members in connection with the ICGN.	verbal

5. Implementation of the Coffee Quality-Improvement Programme (CQP) – to consider to follow

The Head of Operations will introduce reports on gradings for Arabica and Robusta coffees and the implementation of the CQP.

6. Financial and administrative matters

6.1 Finance Committee 2009/10 – to appoint verbal

The Board will appoint the Finance Committee for 2009/10, pending the entry into force of the International Coffee Agreement 2007.

6.2 Administrative Accounts of the Organization for the financial year 2008/09 and Report of the Auditors – to recommend for approval by the Council to follow

Rule 62 of the Rules of the Organization provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement.

6.3 Payment of arrears – to consider verbal

Under the provisions of Resolutions 430 (Democratic Republic of Congo) and 437 (Nicaragua), the Executive Director was requested to inform the Executive Board of compliance with the terms of these Resolutions. The Executive Director will report.

6.4 Other financial and administrative matters – to approve to follow

A document containing proposals for revisions to salary scales, language allowance and the basis for contributions to the Provident Fund for staff in the General Service category will be circulated.

7. Other business – to consider verbal

8. Future meetings – to note verbal

The date of the next meeting will be confirmed by the Secretariat.



Private Sector Consultative Board
30th meeting
1 March 2010 (09:30)
Guatemala City, Guatemala

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PSCB-119/09
2. Report on the meeting of 21 September 2009 – to approve	PSCB-118/09 Rev. 1
3. Coffee market situation – to note	to follow
The Executive Director will introduce an analysis of the market situation.	
4. Coffee and health – to note	verbal
Reports will be given on the Positively Coffee Programme and the Healthcare Professions – Coffee Education Programme (HCP-CEP).	
5. Food safety aspects – to note	verbal
The PSCB will consider updates on matters related to food safety.	
The Executive Director has circulated ED-2078/09 (concerning the Environmental Protection Agency of the US and notice of availability of petition to revoke tolerances for certain pesticides relevant to coffee) and ED-2079/09 (inviting exporting Members to provide updated information to the US Department of Labor on efforts to eliminate child labour). The representative of the Mexican Association of the Coffee Production Chain (AMECAFE) will make a presentation on programmes to address child labour in coffee producing regions in Mexico. Other PSCB members may also wish to make reports on this matter.	

- 6. World Coffee Conference – *to consider*** verbal
- PSCB members will be invited to consider the outcome of the Conference in Guatemala from 26 to 28 February 2010, and to put forward ideas for action arising from the event.
- 7. Preparations for implementation of the ICA 2007**
- 7.1 Strategic documents – *to note*** to follow
- The Executive Director will report on preparations for the implementation of the 2007 Agreement, including a strategic action plan and a development strategy for coffee.
- 7.2 Consultative Forum on Coffee Sector Finance – *to consider*** PSCB-117/09
- A concept paper on the Forum received from the National Coffee Association (NCA) of the USA was considered at the last meeting. The PSCB will continue discussions on this matter.
- 8. Coffee Issues Management Forum – *to consider*** verbal
- An update will be given on the Forum initiated by the NCA and the National Coffee Association of Guatemala (Anacafé).
- 9. Items under continued review – *to consider*** to follow
- Discussion is invited on topics which the PSCB is keeping under review, including, inter alia:
- The supply of private sector statistical data
 - The Coffee Quality-Improvement Programme (CQP)
 - The International Coffee Genome Network (ICGN)
 - Geographical Indications
 - ICO CoffeeClub Network
 - Resources for the ICO Promotion Fund
- 10. PSCB representatives and officeholders**
- PSCB Vice-Chairperson for 2009/10 – to elect* verbal
- 11. Recommendations to the Council – *to note*** verbal
- The Chairperson will summarize any recommendations agreed by the PSCB at this meeting to be conveyed to the Council for consideration or approval.
- 12. Other business – *to consider*** verbal

13. Future meetings – *to consider*

verbal

The PSCB is invited to suggest matters for consideration at the next meeting.

The next meeting of the PSCB will take place during the 105th Session of the Council from 20 to 24 September 2010.



Finance Committee

15th Meeting

2 March 2010 (09:30)

Guatemala City, Guatemala

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	WP-Finance 75/09
2. Chairman for 2009/10 – to elect The Finance Committee will appoint a Chairman for 2009/10.	verbal
3. Report on the meeting of 21 September 2009 – to approve	WP-Finance 74/09
4. Financial situation – to note A report on the financial situation will be given.	to follow
5. Administrative Accounts of the Organization for the financial year 2008/09 and Report of the Auditors – to recommend for approval Rule 62 of the Rules of the Organization provides that the Executive Director shall submit to the Council through the Executive Board the Accounts of the Organization and the Report of the Auditors thereon in accordance with the provisions of Article 27 of the Agreement.	to follow
6. Draft Administrative Budget for the financial year 2010/11 – to consider and to submit a recommendation to the Board and Council The Committee will consider the draft Administrative Budget for the financial year 2010/11.	to follow

- 7. Salary scales, language allowance and the basis for contributions to the Provident Fund for staff in the General Service category – *to consider and to recommend for approval by the Executive Board*** to follow

A document containing proposals for revisions to salary scales, language allowance and the basis for contributions to the Provident Fund for staff in the General Service category will be circulated.

- 8. Outstanding contributions – *to consider*** verbal

The Executive Director will report on progress in recovering arrears.

- 9. Other business** verbal

- 10. Date of next meeting – *to consider*** verbal

The Committee will consider the date of its next meeting.



Promotion Committee

17th meeting

2 March 2010 (11:30)

Guatemala City, Guatemala

Draft Agenda

Item	Document
1. Draft Agenda – to adopt	PC-58/09
2. Promotion activities and proposals	
2.1 ICO CoffeeClub Network – to note	verbal
The consultant will report on the implementation of the ICO CoffeeClub Network and make proposals for funding the future development of the Network.	
2.2 Programmes to promote coffee consumption – to note	verbal
The consultant will report on the implementation of programmes to promote coffee consumption based on the Step-by-Step Guide to promote coffee consumption.	
2.3 Coffee and health – to consider	verbal
The Executive Director will report on coffee and health programmes.	
3. Promotion and market development under the ICA 2007 – to consider	PC-56/09
Members will be invited to submit ideas and proposals for the action plan for promotion and market development under the ICA 2007, and for the recapitalization of the Promotion Fund. Document PC-56/09 contains an analysis of expenditure by the Promotion Fund during the 2001 Agreement.	

4. Financial matters

4.1 Accounts of the Promotion Fund for the financial year 2008/09 and Report of the Auditors – *to note* to follow

The Accounts of the Promotion Fund and Report of the Auditors will be presented for the approval of exporting Members.

4.2 Accounts of the Special Fund for the financial year 2008/09 and Report of the Auditors – *to note* to follow

The Accounts of the Special Fund and Report of the Auditors will be presented for the approval of exporting Members.

5. Other business – *to consider* verbal

23rd ASIC Conference (Bali, 3 to 7 October 2010)

6. Date of next meeting – *to note* verbal

The date of the next meeting will be confirmed by the Secretariat.