



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

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London, United Kingdom

**50<sup>th</sup> Anniversary of the ICO in 2013**

## **Background**

In 2013, the ICO will celebrate its 50<sup>th</sup> anniversary. The matter has been included on the Agenda of the 109<sup>th</sup> Council Session in September 2012 to enable Members to make suggestions to mark the occasion. Members interested in hosting the 50<sup>th</sup> anniversary meeting in 2013 will have an opportunity to make a 10 minute presentation at this time. To assist Members in considering whether they wish to host this meeting, information about requirements for ICO meetings is attached.

## **Action**

The Council is requested to consider this document, to decide on the date of the 50<sup>th</sup> anniversary meetings in 2013 and to contribute suggestions to mark the 50<sup>th</sup> anniversary of the ICO in 2013.

## 50<sup>TH</sup> ANNIVERSARY OF THE ICO IN 2013

### Introduction

1. In 2013, the ICO will celebrate its 50<sup>th</sup> anniversary. At its 109<sup>th</sup> Session in September 2012, the Council will consider the arrangements for the 50<sup>th</sup> anniversary and Council Session to be held in either March or September 2013. To assist Members in considering invitations to host these meetings, a link to a background document outlining information about requirements for ICO meetings is provided: [Background information for host countries for ICO meetings](#)

### Previous meetings hosted by Members

2. Colombia hosted the 40<sup>th</sup> anniversary meetings of the ICO in Cartagena in 2003. The anniversary meetings included an inaugural ceremony opened by the President of Colombia, an official banquet and other commemorative activities such as a Seminar on Coffee and Health and the presentation of the keys to the City of Cartagena as well as meetings of the International Coffee Council. Brazil and Guatemala hosted the 2<sup>nd</sup> and 3<sup>rd</sup> World Coffee Conferences and Council Sessions in 2005 and 2010, respectively. Information about attendance, programmes and links to relevant documents is attached in the Annex. Members may wish to contact the representatives of these Governments to find out about their experiences of hosting Council Sessions in 2003, 2005 and 2010.

### Programme

3. The 50<sup>th</sup> anniversary meetings will take place over either four or five days in March or September 2013, as decided by the Council: Monday 4 to Friday 8 March 2013 OR Monday 9 to Friday 13 September 2013. The following meetings will be held:

- Council Session
- Core Group or Consultative Forum (if so decided by the Council)
- Seminar (if so decided by the Council)
- Private Sector Consultative Board
- Finance and Administration Committee
- Projects Committee
- Promotion and Market Development Committee
- Statistics Committee
- Coordination meetings

4. The host country may wish to organize events such as an inaugural session with the participation of the President and Ministers from Member countries, receptions, other commemorative activities, and optional field trips (see links to programmes for previous meetings held overseas in the Annex).

### **Commemorative events**

5. In addition to the 50<sup>th</sup> anniversary meetings, Members will be invited to send statements of support for the contribution of the ICO to international cooperation on coffee and its work to assist coffee producing countries since 1963.

6. The ICO letterhead and website will be adapted to include a reference to the 50<sup>th</sup> anniversary. A special section of the website will highlight the achievements of the ICO since 1963.

7. A report outlining the highlights of the events and key outcomes of the meetings will be published after the conclusion of the meetings.

### **Costs**

8. 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.

9. The additional costs include items such as travel and accommodation of ICO staff and interpreters among others, and are estimated at around £60,000 (US\$95,400). This costing is a preliminary estimate based on a number of assumptions, including that the meeting would last for four days, that nine staff would attend from the ICO Secretariat and that eight interpreters would be sent from abroad.

10. Apart from these costs, the hosts would be responsible for all expenses related to hiring the conference centre, audio visual equipment and other disbursements associated with holding the meetings in an overseas venue (for more details see document on Background information for host countries for ICO meetings). Further details about estimated costs will be sent closer to the date of the meetings by Mr David Moorhouse ([moorhouse@ico.org](mailto:moorhouse@ico.org)). The final invoice for costs incurred by the ICO will be sent to the host country after the conclusion of the meetings.

## Meetings arrangements

11. Detailed information about requirements for the meetings is provided in the Background information document, which includes an outline schedule of preparations. Members will need to consider the following matters among others:

- (a) **Manual:** The host country will need to prepare a manual for delegates with information about hotels, location of conference centre, transportation arrangements, arrival and departure arrangements, visa arrangements, information about dress codes and climate, maps and health requirements. Links to previous manuals are listed in the Annex.
- (b) **Website:** The host country may wish to consider setting up a website with information about the arrangements and facilities for registration, advising arrival and departure dates and booking accommodation. Links to examples of previous webpages are provided in the Annex.
- (c) **Media arrangements:** A press conference will need to be organized and arrangements made for interviews with delegates and the Executive Director.
- (d) **Requirements for meetings:** These are listed in detail in the Background information document and include staffing requirements, audio-visual equipment, interpretation equipment, meeting rooms and furnishings, photocopies, communications and computers.
- (e) **Catering:** Coffee, tea and water should be available for delegates. In the case of social events (banquets/receptions, etc.), caterers should take account of a range of dietary needs. Delegates usually make their own arrangements for lunches – ideally facilities should be available in the conference centre to facilitate an early return to meetings, otherwise there should be restaurant facilities close to enable them to have lunch and return to the meetings in the space of an hour.
- (f) **Security:** Strict security should be in place as many high-level delegates are likely to attend the meeting.
- (g) **Documents:** The ICO is moving towards paperless meetings but hard copies of documents may still be required by some delegations in 2013. Delegates will require access to electrical outlets in the meeting room of the conference

venue. Information about requirements for transporting ICO documents to the host country and printing during the meetings is provided in the background document.

- (h) **Interpreters:** The ICO will bring a single team of interpreters from London with the four official languages of the ICO (English, French, Portuguese and Spanish). Interpreters usually work three hours in the morning and three hours in the afternoon, with 1 ½ hours break for lunch and as only one team is available, interpretation would not be available after 18:00 so the host country would need to make separate provision for any interpretation required during lunches or evening events.

## ICO MEETINGS HOSTED ABROAD

Meetings/attendance	Relevant documents
<p><b>Colombia, 2003 – 40<sup>th</sup> anniversary</b>  16 September: Seminar on Coffee and Health  15 to 19 September: Council and ICO bodies  19 to 21 September: Tour of coffee growing areas</p> <p><b>Attendance:</b> ICO meetings: 190 – 200</p>	<p><a href="#">Programme</a>  <a href="#">Manual for 89<sup>th</sup> Session</a>  <a href="#">Information about Colombia</a>  <a href="#">Convocation – ED-1881/03</a>  <a href="#">Highlights of 40<sup>th</sup> anniversary – ED-1899/03</a>  <a href="#">List of delegates – ICC-89-9</a>  <a href="#">Examples of website pages</a></p>
<p><b>Brazil, 2005</b>  23 to 25 September: 2<sup>nd</sup> World Coffee Conference (WCC)  26 to 29 September: Council and ICO bodies  30 September: Field visit:</p> <p><b>Attendance:</b>  Conference: 1250  ICO meetings: 190 – 200</p>	<p><a href="#">Programme</a>  <a href="#">Manual for 94<sup>th</sup> Session</a>  <a href="#">Convocation – ED-1954/05</a>  <a href="#">WCC programme – ED-1965/05</a>  <a href="#">Registration for WCC – ED-1960/05</a>  <a href="#">Background to the Conference</a>  <a href="#">Review of themes – EB-3901/05 Rev. 1</a>  <a href="#">Report from the Chairman – ICC-93-6</a>  <a href="#">List of delegates – ICC-94-10</a>  <a href="#">Examples of website pages</a></p> <p>CD-Rom – final report – includes information about commemorative stamp, promotional material, etc.</p>
<p><b>Guatemala, 2010</b>  26 to 28 February: 3<sup>rd</sup> World Coffee Conference  1 to 4 March: Council and ICO bodies  Tours: One and two day tours available</p> <p><b>Attendance:</b>  Conference: 1400  ICO meetings: 190-200</p>	<p><a href="#">Programme</a>  <a href="#">Manual for 104<sup>th</sup> Session – ED-2077/09 Rev. 1, which contains the Convocation</a>  <a href="#">Registration for WCC – ED-2081/09</a>  <a href="#">Visa information – ED-2082/09</a>  <a href="#">WCC programme – ED-2084/09 Rev. 1</a>  <a href="#">Background to Conference</a>  <a href="#">Review of themes – ICC-105-4</a>  <a href="#">List of delegates – ICC-104-8</a>  <a href="#">Examples of website pages</a></p> <p>CD-Rom – final report – includes information about invitations, press, etc.</p>
<p><b>ICO meetings – links to documents</b></p>	<p><a href="#">ICO Guide to meetings</a>  <a href="#">Background information for host countries for ICO meetings</a>  <a href="#">Programme for March 2013</a>  <a href="#">Programme for September 2013</a>  ICO Convocation for September 2013  <a href="#">List of ICO Member countries</a>  <a href="#">List of observers invited to attend ICO meetings</a>  <a href="#">ICO officeholders for 2012/13</a>  <a href="#">Layout of nameplates for Council and Committees</a></p>