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INTERNATIONAL
COFFEE
ORGANIZATION

ED 2154/13

14 June 2013

Original: English

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**Request for credentials for the
111th Session of the Council
(Belo Horizonte, Brazil,
9 to 12 September 2013)**

Credentials for ICO meetings

1. The Executive Director presents his compliments and wishes to remind Members that Rule 3 of the Rules of the Organization requires them to inform him, in writing, of the names of their representative, alternates and advisers. In view of the need to finalize the arrangements for the 111th Session of the International Coffee Council, the 3rd Consultative Forum on Coffee Sector Finance and other meetings taking place in Belo Horizonte, Brazil from 9 to 12 September 2013, Members are requested to send their credentials with details of designated participants to the Executive Director by **24 July 2013**.
2. Credentials should be issued in writing by the competent authorities designated by the Member (i.e. 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.
3. Members are also reminded that if they are unable to attend, in accordance with paragraph (2) of Article 13 of the 2007 Agreement, any exporting Member may authorize in writing any other exporting Member, and any importing Member may authorize in writing any other importing Member, to represent its interests and to exercise its right to vote at any meeting or meetings of the Council.
4. The Secretariat will examine the credentials of delegations and report to the Council on 12 September 2013. An example of a credential is attached as Annex I for the information of Members. An example of a letter authorizing a Member to represent another Member which is not attending the meetings is attached as Annex II.

Hotel and travel arrangements

5. In view of the considerable demand for hotel rooms in Belo Horizonte at this time of year, Members are requested to book their hotel accommodation as early as possible (see Annex IV of document [ED-2153/13](#) and the [Manual for Delegates](#)). Travel arrangements should also be made as soon as possible, as flights to Brazil can get very full in September.

MODEL ONLY

CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER

[Date]

Mr Robério Oliveira Silva
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Silva,

**111th Session of the International Coffee Council
(Belo Horizonte, Brazil, 9 to 12 September 2013)**

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 111th Session of the International Coffee Council, 3rd Consultative Forum on Coffee Sector Finance and other meetings taking place in Belo Horizonte from 9 to 12 September 2013:

[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 competent authorities of the Member country (i.e. 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.*

**EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS
AND EXERCISE ITS VOTING RIGHTS (IF THE MEMBER IS UNABLE TO ATTEND THE SESSION)**

[Date]

Mr Robério Oliveira Silva
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Silva,

**111th Session of the International Coffee Council
(Belo Horizonte, Brazil, 9 to 12 September 2013)**

I have the honour to inform you that my Government will not be represented at the 111th Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 111th Session of the International Coffee Council from 9 to 12 September 2013.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

* To be signed by a representative of the competent authorities of the Member country.