



**Convocation of the 123rd Session (Special)
of the International Coffee Council
14 November 2018
London, United Kingdom**

INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments, and wishes to inform ICO Members that a Special Session of the International Coffee Council has been scheduled. This is at the request of more than 10 Members to allow for further consideration to approve the draft Administrative Budget for the financial year 2018/19. A draft Resolution on the exclusion of Members in persistent arrears will also be considered.

DATE AND VENUE

2. This Special Session of the Council will take place on Wednesday 14 November 2018 from 11:00 in Committee Room 10 (second floor) at the International Maritime Organization, 4 Albert Embankment, London SE1 7SR, United Kingdom. Tel. +44 (0)20 7735 7611.

QUORUM

3. Article 11 (4) of the International Coffee Agreement 2007 states that *“The quorum required for a Council session to take decisions shall be the presence of more than half of the number of exporting and importing Members representing at least two-thirds of the votes for each category.”*

4. Members are therefore strongly encouraged to attend in order for the Session to be quorate to approve the Administrative Budget for the financial year 2018/19. **For those Members unable to attend in person, it is possible to authorize another Member to represent their interests and exercise their right to vote** (see paragraph 8).

CREDENTIALS

5. In accordance with Rule 3 of the Rules of the Organization, the credentials of Member delegations shall be issued in writing to the Executive Director. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

6. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing by and on the headed paper of 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). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

7. Members are requested to ensure that their complete list of credentials reaches the Organization by **no later than 31 October 2018**. A model letter is enclosed in Annex I. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter. Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

8. Members are also reminded that, if they are unable to attend, Article 13 (2) of the 2007 Agreement provides that ***“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.”*** A model authorization is enclosed in Annex II. Letters of authorization should be sent **no later than 31 October 2018**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter.

REGISTRATION

9. For the purposes of identification and security, all participants attending the meeting are required to present identification with photo to be able to collect their badge on arrival at the IMO Reception. This is an IMO requirement.

10. It is strongly recommended that delegations submit the names of attending Heads of State, Ministers or Ambassadors to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

11. The Registration Desk will open from 09:00 on Wednesday 14 November until the end of the Session.

LANGUAGES AND DOCUMENTATION

12. The official languages of the Organization are English, French, Portuguese and Spanish. Simultaneous interpretation will be available.

13. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, documents will be distributed electronically, with only one set of documents printed per delegation.

14. It is suggested that delegates bring their tablets or notebooks to the meeting, rather than using hard copies of documents. The IMO has free Wi-Fi facilities and there will be adequate electrical outlets for delegates to use and recharge devices.

VISAS, ACCOMMODATION AND TRAVEL

Visas and letters of invitation

15. Delegates from certain countries will need a visa to enter the United Kingdom. The UK visas website (UK Visas and Immigration) contains an online enquiry form which can be used to determine whether you need to apply for a visa before travelling to the United Kingdom. Passports must have six months' validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meeting should request this in writing as soon as possible (friend@ico.org), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply as soon as possible to avoid delays in issuing visas.

Accommodation

16. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached in Annex III. To take advantage of these corporate rates, delegates are advised to make reference to the fact they are attending a meeting at the IMO. The list of hotels is not exhaustive, as alternative hotels and other accommodation options in London are available to suit a range of budgets.

LIABILITY DISCLAIMER

17. Delegates are responsible for their own safety at all times. Delegates are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the IMO Reception.

18. The ICO does not accept responsibility and expressly excludes liability for:
- Loss or damage to valuables/personal belongings lost/left in the venue/hotel.
 - Death or personal injury suffered at the meeting.
19. In the unlikely occurrence that the 123rd Session (Special) of the International Coffee Council must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 31 October 2018.

The original can be submitted as soon as possible thereafter.

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

Dear Mr Sette,

123rd Session (Special) of the International Coffee Council
London, 14 November 2018

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 123rd Session (Special) of the International Coffee Council taking place in London on 14 November 2018:

[Name] Representative (one person only please)
[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).*

**MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS
AND EXERCISE ITS VOTING RIGHTS**

**Please send your authorization as an attachment to
credentials@ico.org by 31 October 2018.**

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray's Inn Road
London WC1X 8HB

Dear Mr Sette,

123rd Session (Special) of the International Coffee Council
London, 14 November 2018

I have the honour to inform you that my Government will not be represented at the 123rd Session (Special) of the International Coffee Council but has authorised [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the Special Session of the Council on 14 November 2018.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

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

**IMO CORPORATE RATES FOR LONDON HOTELS
October 2018**

The following hotels are situated within a 10-minute walking distance from the IMO

<p align="center">At the time of booking, please quote: 'company ID SC227093192' Tel: +44 (0) 20 7793 0202 Reservations: www.accorhotels.com Bespoke webpage: www.accorhotels.com/business-imo-gb Email: H1785@accor.com Rates valid until 31 December 2018</p>			
NOVOTEL London Waterloo 4* 113 Lambeth Road London SE1 7LS	Superior Room – 1 bed	£156.00 (Inc. VAT)	Free Wi-Fi Breakfast included Free access to fitness facilities, sauna and steam rooms
	Superior Room – 2 beds	£166.00 (Inc. VAT)	
<p align="center">Reservations: +44 (0) 20 7769 2415 Landing page for bookings: www.parkplaza.com/imo Email: pprires@pphe.com Rates valid until 30 December 2018</p>			
Park Plaza Riverbank London 4* 18 Albert Embankment London SE1 7TJ	Superior Single/Double: May to December 2018	£159.00/£172.00 (+VAT)	Free Wi-Fi Breakfast included
	Executive Single/Double: May to December 2018	£184.00/£197.00 (+VAT)	
<p align="center">Reservations: +44 (0) 20 7769 2525 Landing page for bookings: www.parkplaza.com/imo Email: guestrelations@plazaontheriver.co.uk Rates valid until 30 December 2018</p>			
Plaza on the River – Club & Residence 5* 18 Albert Embankment London SE1 7TJ	Studio Single/Double	£190.00/£203.00	
	Deluxe Single/Double	£200.00/£213.00	
	Deluxe River View Single/Double	£215.00/£228.00	
	1 Bed Suite – Restricted View Single/Double	£255.00/£268.00	
	1 Bed Suite – River View Single/Double	£325.00/£338.00	
<p align="center">Reservations: +44 (0) 20 7798 6888 www.dolphinsquare.co.uk/house Email: dh@dolphinsquare.co.uk/ Rates valid until 31 December 2018</p>			
Dolphin House Dolphin Square London SW1V 3LX Dolphin house is situated within a 20 to 25-minute distance from the IMO using public transport	1 Bedroom Apartment	£158.00	Free Wi-Fi/Use of Sports & Fitness Club/Access to laundry rooms £168.00 B&B

ICO CORPORATE RATES FOR LONDON HOTELS
September 2018

<p align="center">Central Reservations for Grange hotels: At the time of booking, please quote: 'International Coffee Organization "Ref C00004F7"' Tel.: +44 (0) 20 7630 2000. Fax:+44 (0) 20 7835 1888 Email: reservations@grangehotels.com Rates valid until 28 February 2019 Grange hotels are situated within a 30 to 40-minute distance from the IMO using public transport</p>			
Grange Fitzrovia Hotel 4* 20 – 28 Bolsover Street London W1P 5NB Tel.: +44 (0) 20 7467 7000	Double Superior, Double Superior A/C, Single Superior, Twin Superior, Twin Superior A/C	£139.00 (+VAT)	Continental breakfast included.
	Double Executive, Double Executive A/C, Twin Executive, Twin Executive A/C	£169.00 (+VAT)	
Grange Langham Court Hotel 4* 31 – 35 Langham Street London W1W 6BU Tel.: +44 (0) 20 7436 6622	SB Superior, Double Superior, Twin Superior, Twin Hollywood	Sun, Fri, Sat £125.00 (+VAT)	Continental breakfast included.
	SB Superior, Double Superior, Twin Superior, Twin Hollywood	Mon, Tue, Wed, Thu £129.00 (+VAT)	
	Double Executive, Single Executive, Twin Executive, Triple	£159.00 (+VAT)	Continental breakfast included
Grange Holborn Hotel 5* 50-60 Southampton Row London WC1B 4AR Tel: +44 (0) 20 7242 1800	Double Superior, King Superior, Twin Superior	£169.00 (+VAT)	Continental breakfast included.
	Double Executive, Double Superior, King Executive	£199.00 (+VAT)	
Grange Blooms Hotel 4* 7 Montague Street London WC1B 5BP Tel: +44 (0) 20 7323 1717	Double, Single	£139.00 (+VAT)	Continental breakfast included.
	4 Poster, Junior Suite, Pickwick, King, Dickens Lords Room	£169.00 (+VAT)	
Grange Buckingham Hotel 4* 39-40 Bedford Place London WC1B 5JT Tel: +44 (0) 20 7636 2474	Single Studio	£139.00 (+VAT)	Continental breakfast included.
	Superior Studio	£139.00 (+VAT)	
	Deluxe Studio	£169.00 (+VAT)	
Grange Portland Hotel 4* 31-32 Bedford Place London WC1B 5JH Tel: +44 (0) 20 7580 7088	Single Studio	£139.00 (+VAT)	Continental breakfast included.
	Double Studio	£139.00 (+VAT)	
	Deluxe Double Studio	£169.00 (+VAT)	
Grange Clarendon Hotel 4* 34-37 Bedford Place London WC1B 5JR Tel: +44 (0) 20 7307 1575	Superior Double Room, Standard Single Room	£139.00 (+VAT)	Continental breakfast included.
	Deluxe Double Room, Twin Executive Room	£169.00 (+VAT)	
Grange Beauchamp Hotel 4* 24-27 Bedford Pl, Bloomsbury London WC1B 5JH Tel: +44 (0) 20 7016 2540	Superior Double, Superior Single	£150.00 (+VAT)	Continental breakfast included.
	Double Executive, Twin Executive	£180.00 (+VAT)	
Grange White Hall Hotel 4* 2-5 Montague St, Bloomsbury London WC1B 5BU Tel: +44 (0) 20 7580 2224	Double Superior, Single Superior, Twin Superior	£139.00 (+VAT)	Continental breakfast included.
	4 Poster, Double Executive, King Size, Single Executive, Twin Executive	£169.00 (+VAT)	

