



## »»» Operations Manual

140th Session of the International Coffee Council,  
7th CEOs and Global Leaders Forum (CGLF)  
of the International Coffee Organization,  
and related events



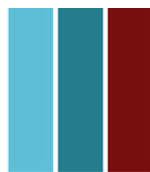
## INTRODUCTION

From Monday, October 13<sup>th</sup>, to Friday, October 17<sup>th</sup>, 2025, the city of San Pedro Sula, Cortés Department, Republic of Honduras, will host the 140th Session of the International Coffee Council, the 7th CEOs and Global Leaders Forum (CGLF), and related events of the International Coffee Organization.

The Ministry of Agriculture and Livestock of the Republic of Honduras, in coordination with the Ministry of Foreign Affairs and International Cooperation, is the entity responsible for the organization and proper development of the operational and logistical aspects of the meetings and the various activities to be attended by delegations from ICO Member States, special guests, international organizations, representatives of the private sector, and other relevant actors in the coffee value chain.

Therefore, the Republic of Honduras, as host country, is pleased to share with the official delegations, special guests, and other participants this Operations Manual, which contains all the logistical arrangements relating to the events that make up the World Coffee Summit.

In order to ensure that everything proceeds as planned, we kindly request that you carefully follow the instructions in this document, with the sole purpose of facilitating the work inherent to the sessions and the participation of the delegations.



## HONDURAN AUTHORITIES

**Mrs. Iris Xiomara Castro Sarmiento**  
President of the Republic of Honduras

**Dr. Laura Elena Suazo Torres**  
Minister for Agriculture and Livestock

**Amb. Javier Efraín Bú Soto**  
Minister for Foreign Affairs and International Cooperation

**Dr. Carlos Roberto Murillo**  
Viceminister for Coffee

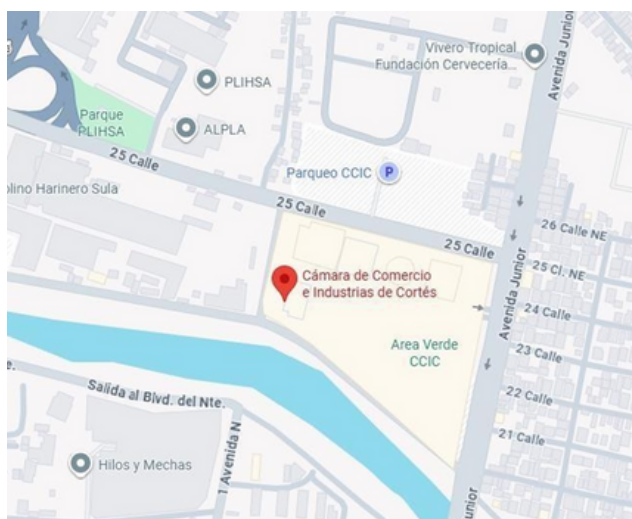
**Amb. Iván Romero Martínez**  
Honduras Permanent Representative to the International Coffee  
Organization



## VENUES AND DATES

**Main venue:** Cámara de Comercio e Industria de Cortés (CCIC), San Pedro Sula, Cortés

**Event dates:** October 13th – 17th, 2025



Cámara de Comercio e Industria de Cortés (CCIC) is located at 22nd and 24th street, between 1st and 4th Junior Avenue.

## Events:

- Grand opening and inauguration:** Monday, Oct. 13th
- Sessions of the International Coffee Council:** Monday, Oct. 13th to Friday, Oct. 17th
- Coffee Expo:** Tuesday, Oct. 14th
- Closing ceremony:** Friday, Oct. 17th

## GENERAL INFORMATION

The city of San Pedro Sula is Honduras' main industrial center and commercial hub for the northern region.

**Weather:** Honduras has a tropical climate with two main seasons: winter, from June to October, and summer, from November to May. San Pedro Sula's weather in October is particularly hot and humid, with minimum temperatures of 24°C and maximum temperatures of up to 32°C. However, some rainy days can be expected.

**Currency in use and forms of payment:** The official currency is the lempira, with an exchange rate before the US dollar of 26.26 lempiras per dollar (currently). The main international airports in the country have currency exchange offices where you can exchange mainly US dollars and euros for lempiras. Similarly, there is an extensive network of ATMs in the city. Most businesses in Honduras accept credit and debit cards, as well as digital wallets such as Apple Pay; however, some only accept cash, so it is always advisable to have some cash on you. Cryptocurrencies are not legal tender in Honduras.

**Transportation:** The Honduran government will provide complimentary transportation for all delegate's official transfers (see Complimentary Dispositions – Transportation section). For private transfers, it is recommended to use transportation apps such as Uber or InDriver, or private transportation services.



## Useful information

**Electricity:** 110V, Frequency: 60 Hz, Plugs: Type A / B.

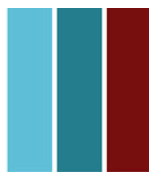
**Tax:** All purchases in Honduras are subject to 15% Value Added Tax (VAT).

**Tips:** Not mandatory, but it is recommended to tip 10% of the total bill. In most establishments, 10% is already included in the bill.

## Useful and emergency telephone numbers Emergencies:

- Emergencies: 911
- Fire department: 198
- Contingencies: 113
- Police: 119
- Red Cross: +504 2237-1800, 2237-4628

**Mobile phone access:** The area code for Honduras is (504). The main telephone operators in Honduras are Tigo and Claro. Both have an extensive network of stores in the city where you can purchase SIM and eSIM cards.



## COORDINATING COMMITTEES

In order to comply with the Host Country Agreement and ensure a smooth execution of the 140th Session of the International Coffee Council, the 7th CEOs and Global Leaders Forum (CGLF), and related events of the International Coffee Organization, the following Coordinating Committees have been established. Their contact details are as follows:

**·General Coordination and Organization**

Chair: Ms. Cintya Suazo

Email: [cintya.suazo@sag.gob.hn](mailto:cintya.suazo@sag.gob.hn)

**·Ministerial Office Coordinating Committee**

Chair: Mr. Luis Ayala

Email: [luis.m.ayala@sag.gob.hn](mailto:luis.m.ayala@sag.gob.hn)

**·Viceminister for Coffee Office Coordinating Committee**

Chair: Ms. Yumary Maldonado

Email: [yumary.maldonado@sag.gob.hn](mailto:yumary.maldonado@sag.gob.hn)

**·Honduras' Coffee Sector Coordinating Committee**

Chair: Ms. Sofia Raudales

Email: [sofia.raudales@sag.gob.hn](mailto:sofia.raudales@sag.gob.hn)

**·Coffee Expo Coordinating Committee**

Chair: Ms. Yessica Martínez

Email: [yessica.martinez@sag.gob.hn](mailto:yessica.martinez@sag.gob.hn)

**·Coordination of the Public Sector of Honduras**

Chair: Ms. Emma Navarro

Email: [emma.navarro@sag.gob.hn](mailto:emma.navarro@sag.gob.hn)

**·Communication and Press Coordination**

Chair: Ms. Lourdes Burgos

Email: [lourdes.burgos@sag.gob.hn](mailto:lourdes.burgos@sag.gob.hn)



## LOGISTICS COMMITTEES

In order to organize the logistical arrangements for the visits of official delegations in the context of the 140th Meeting of the International Coffee Council, the 7th CEOs and Global Leaders Forum (CGLF) and related events of the International Coffee Organization, the Ministry of Foreign Affairs and International Cooperation has established the following committees, whose contact information is provided below:

### •Protocol and Meetings Committee

Chair: Mr. Daniel Berríos, José Daniel Berríos,  
Protocol Coordinator. Email:  
[protocoloeventos.icc@sag.gob.hn](mailto:protocoloeventos.icc@sag.gob.hn)

### •Airport Committee

Chair: First Secretary Mr. Gonzalo Humberto  
Padilla, Head of the Airport Protocol.  
Email: [aeropuerto.icc@sag.gob.hn](mailto:aeropuerto.icc@sag.gob.hn)

### •Accommodation Committee

Chair: Ms. Fabiola Castillo, Chief Events Officer  
Email: [alojamiento.icc@sag.gob.hn](mailto:alojamiento.icc@sag.gob.hn)

### •Registration Committee

Chair: Mr. Daniel Alejandro Briceño Mejía,  
Executive Protocol Assistant  
Email: [acreditaciones.icc@sag.gob.hn](mailto:acreditaciones.icc@sag.gob.hn)

### •Immigration and Customs Committee

Chair: Mr. José Daniel Berríos, Protocol Coordinator  
Email: [visas.icc@sag.gob.hn](mailto:visas.icc@sag.gob.hn)

### •Transportation Committee

Chair: Mr. Franklin Mauricio Rivera, Protocol Officer  
Email: [transporte.icc@sag.gob.hn](mailto:transporte.icc@sag.gob.hn)

### •Security Committee

Chair: Ms. María Fernanda Argeñal, Protocol Officer  
Email: [seguridad.icc@sag.gob.hn](mailto:seguridad.icc@sag.gob.hn)

### •Health Committee

Chair: Ms. Kemys Anahí Napky, Protocol Officer  
Email: [salud.icc@sag.gob.hn](mailto:salud.icc@sag.gob.hn)

## ORDER OF PRECEDENCE

The order of precedence amongst Heads of Delegation shall be determined according to their rank and, within each rank, according to the date and time of the reception of their participation confirmation.

Delegates shall be seated in their respective places in accordance with ICO protocol.

## PARTICIPATION FORMATS



[https://ico.org/ico-document-library/?  
coffeemeeting=Executive%20Director&coffeeyear=2025](https://ico.org/ico-document-library/?coffeemeeting=Executive%20Director&coffeeyear=2025)

### DRESS CODE

The following dress code must be observed on all meetings:

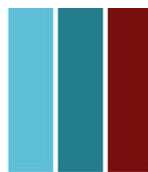
- Women: Formal (business suit of dress)
- Men: Formal (business suit)

For complementary or optional technical activities, comfortable clothing and appropriate footwear are recommended.

### ACCOMODATION

The Organizing Committee has negotiated preferential rates with the following hotels. Any reservations, as well as additional room charges or penalties, will be borne by each delegation. To make a reservation, delegations must do so directly through the reservation links provided. Below is a list of suggested hotels:

To ensure proper logistical coordination, each delegation must send a copy of their hotel reservations to the following email address by Friday, October 3rd: [alojamiento.icc@sag.gob.hn](mailto:alojamiento.icc@sag.gob.hn)



Hotel		Contact
1	Hotel Real Intercontinental	<b>Sandra Bonilla</b> Sales Manager <a href="mailto:sandra.bonilla@r-hr.com">sandra.bonilla@r-hr.com</a> +(504) 9967-4213 <a href="https://www.ihg.com">https://www.ihg.com</a> Link for reservations: <a href="https://n9.cl/cu7hz">https://n9.cl/cu7hz</a>
2	Hotel Copantl	<b>Esther David</b> Events Executive Officer <a href="mailto:eventos@copantlconventioncenter.com">eventos@copantlconventioncenter.com</a> +(504) 3141-0895
3	Hotel Aloft	<b>Carlos Reyes</b> Sales Executive Officer <a href="mailto:carlos.reyesCerrato@alofthotels.com">carlos.reyesCerrato@alofthotels.com</a> +(504) 3266-8155 Link for reservations: <a href="http://www.marriott.com/sapal">www.marriott.com/sapal</a>
4	Hotel Hilton Princess	<b>Mirna Barahona</b> Events Executive Officer <a href="mailto:reservas.sanpedrosula@hiltonprincess.com">reservas.sanpedrosula@hiltonprincess.com</a> <a href="mailto:eventasa@hiltonprincess.com">eventasa@hiltonprincess.com</a> +(504) 9953-3954 Link for reservations: <a href="https://group.hilton.com/8cbny4">https://group.hilton.com/8cbny4</a>
5	Hotel Hyatt Place	<b>Sara María Posas</b> Commercial Coordination +(504) 2570-7600; +(504) 3354-1336 <a href="mailto:sara.posas@hyatt.com">sara.posas@hyatt.com</a> <a href="http://www.hyatt.com">www.hyatt.com</a> Link for reservations: <a href="https://www.hyatt.com/hyatt-place/en-US/sapzs-hyatt-place-san-pedro-sula?corp_id=G-OIC7">https://www.hyatt.com/hyatt-place/en-US/sapzs-hyatt-place-san-pedro-sula?corp_id=G-OIC7</a>

## COMPLIMENTARY DISPOSITIONS

### TRANSPORTATION

The Government of the Republic of Honduras, as the host country, will provide official delegations from ICO Member States with suitable and safe transportation to the airport, hotels and venue through shuttles and dedicated vehicles.

In the case of those delegates with the rank of Minister or Vice Minister, the Transportation Committee will provide vehicles of the appropriate category for all their transfers, driven by officers of the Honduran National Police Special Services Division. To ensure proper logistical coordination, each delegation must submit its complete arrival and departure itineraries, along with any additional information that will facilitate the planning of transfers, by Friday, October 3rd, to the following email address: [transporte.icc@sag.gob.hn](mailto:transporte.icc@sag.gob.hn)

It should be noted that any delegation wishing to use a private vehicle to travel to the venue, or in the case of vehicles belonging to Member States' embassies or consulates accredited in Honduras, must request accreditation to the [transporte.icc@sag.gob.hn](mailto:transporte.icc@sag.gob.hn) email by Monday, October 6th.

### SECURITY

The Government of Honduras will implement the following measures to ensure the safety of delegations:

#### a. Security detail

Each Head of Delegation with the rank of Minister or Vice Minister will be assigned a security detail composed of officers from the Honduran National Police, who will coordinate the protection of the delegate in coordination with the security teams of the visiting countries, if applicable.

For other Heads of Delegation with ranks other than those mentioned above, the Ministry of Security will establish adequate security and protection measures to ensure their safety during their stay.

#### b. Perimeters

The Honduran National Police will establish security perimeters with restricted movement, as well as surveillance and monitoring systems around the event venue.



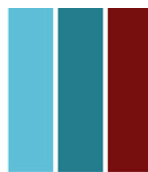
## RECEPTION AND FAREWELL

Official delegations will be welcomed and bid farewell by officials from the Ministry of Foreign Affairs Department of Protocol and Diplomatic Ceremonial, accompanied, where appropriate, by officials from their embassies or consulates accredited in Honduras.

All Heads of Delegation may make use of the designated Diplomatic or VIP Lounges in the various airport terminals, subject to availability. It should be noted that the Ramón Villeda Morales International Airport in the city of San Pedro Sula does not have a Diplomatic Lounge available, due to ongoing remodeling work, so other exclusive spaces will be set up so that delegates can feel comfortable upon arrival and departure from the country.

## INTERPRETATION

Simultaneous interpretation will be available during the Council session and CEOs and Global Leaders Forum (CGLF), both of which will take place in the main hall. The service will be offered in the Organization's official languages, which are Spanish, French, English, and Portuguese.



## REGISTRATION

All members of official delegations, special guests, official and private press, and any other participants in the meetings must be duly accredited by the International Coffee Organization (ICO). For security reasons, no individual without a credential (badge) will be allowed into the restricted areas.

**c. Registration for Official Press.**

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origin=|prLink](https://forms.office.com/r/DR1gpyPnTi?origin=|prLink)



**d. Registration for Private Press.**

[https://forms.office.com/r/dFqSFe27i1?  
origin=|prLink](https://forms.office.com/r/dFqSFe27i1?origin=|prLink)



# IMMIGRATION, CUSTOMS AND HEALTH REQUIREMENTS FOR THE ENTRANCE TO AND DEPARTURE FROM HONDURAS

## a. Immigration requirements

To enter and leave Honduras, you must have a passport that is valid for at least six (06) months, except for citizens of countries that are members of the Agreement for the Creation of a Single Central American Visa for the Free Movement of Foreigners between the Republics of El Salvador, Guatemala, and Honduras (CA-4), who may do so with their personal identification documents (DPI, DUI, and DNI).

32 of the 77 member states of the ICO require a consular or consulted visa to enter Honduras with ordinary or regular passports, namely: Angola, Burundi, Cameroon, Central African Republic, Ivory Coast, Cuba, Democratic Republic of Congo, Ethiopia, Ghana, India, Indonesia, Kenya, Liberia, Malawi, Mozambique, Nepal, Nigeria, Papua New Guinea, Philippines, Rwanda, Tanzania, Thailand, East Timor, Togo, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe, and Tunisia. Some delegates carrying diplomatic, official, or service passports who are in Category A for entry into Honduras do not require a visa (see Annex 1 – Visa Requirements).

If a visa is required to participate in this activity, the Ministry of Foreign Affairs and International Cooperation and the National Immigration Institute have arranged a process to provide Immigration Facilities, provided that this is done through the process agreed with the OIC, which will be responsible for collecting the information of all delegates who need them by Monday, September 22, at the latest. In cases established by law, delegates entering the country with Immigration Facilities must pay USD 30.00 upon entering Honduras. The Honduran Government and the ICO will not be responsible for any visa fees, which will be specified in the Immigration Facility Resolution.

The Immigration Facility Resolution, through which the National Immigration Institute of Honduras exempts delegates from any type of visa, will be sent several weeks in advance, through the official channels of the ICO, to participants who require it, together with individualized certificates generated by the Embassy of Honduras in the United Kingdom of Great Britain and Northern Ireland. This document may be presented to the airlines with which they will travel to Honduras.

The Government of Honduras has set up the email address [visas.icc@sag.gob.hn](mailto:visas.icc@sag.gob.hn) for any queries regarding immigration requirements for entering Honduras.

Delegates are advised to contact their airline in advance to inform that they will be traveling to Honduras with these Immigration Facilities and, if necessary, to send them a copy of the Resolution and Certificate.

## **b. Customs requirements**

To enter and leave Honduras, all travelers (regardless of their passport type) must complete a Regional Traveler Affidavit, which can be accessed at the following link:

[https://sisglobal.aduanas.gob.hn/Pech/#/plataforma/otra\\_gestion/es/formularioDJRV](https://sisglobal.aduanas.gob.hn/Pech/#/plataforma/otra_gestion/es/formularioDJRV)

If a traveler is carrying cash, traveler's checks, electronic wallets, negotiable instruments such as bearer traveler's checks, or any other immediately convertible goods equal to or greater than ten thousand US dollars (US\$10,000.00) or its equivalent in national or foreign currency, they must report this to the Honduran Customs Administration on the Regional Traveler's Affidavit, and bring the receipt or documents supporting the origin of the goods transported.

Likewise, any industrial equipment or items for coffee preparation, as well as any professional audiovisual production equipment, must be declared on that Affidavit and sent to the email address: [aeropuerto.icc@sag.gob.hn](mailto:aeropuerto.icc@sag.gob.hn) no later than 48 hours before the date of travel.

## **c. Health requirements**

To enter Honduran territory, it is mandatory to present an international yellow fever vaccination certificate with a minimum of ten (10) days from the date of application for citizens of the following countries: Argentina, Brazil, Bolivia, Colombia, Ecuador, Guyana, French Guiana, Panama, Paraguay, Peru, Trinidad and Tobago, and Venezuela.



## AIRPORTS

### a. Ramón Villeda Morales International Airport

We suggest that all delegates set their final destination to the Ramón Villeda Morales International Airport (IATA: SAP, ICAO: MHLM), located thirty (30) minutes by car from San Pedro Sula.

### b. Palmerola International Airport

If it is not possible to set your final destination to the Ramón Villeda Morales International Airport, we suggest arriving at Palmerola International Airport (IATA: XPL, ICAO: MHPR), located three (03) hours by car from San Pedro Sula, which will also provide welcoming amenities.

All itineraries and travel information, even if other ports of arrival such as land and sea ports are used, must be shared by email to [aeropuerto.icc@sag.gob.hn](mailto:aeropuerto.icc@sag.gob.hn) no later than Friday, October 3rd, for proper coordination of complimentary services.

## PRESS AND MEDIA

The press will be able to cover the International Coffee Council.

During the plenary sessions, the media will be able to take guided tours inside the Hall only during the opening ceremony, the official photo shoot, the initial press conference, and the Coffee Expo.

The venues will have adequate spaces for the media to carry out their work, including an area for recording and photography and Wi-Fi.

All press delegations must submit a list of their equipment to [prensa.icc@sag.gob.hn](mailto:prensa.icc@sag.gob.hn) by Friday, October 3, at the latest, in order to obtain the necessary authorizations to enter the event venue.

Delegations may send any questions regarding press and media logistics to [prensa.icc@sag.gob.hn](mailto:prensa.icc@sag.gob.hn)

## HEALTH

The Government of Honduras will take the following measures to safeguard the health of delegations in the event of any medical emergency:

- **a.** A first aid room will be set up at the main venue, which will have a doctor, supplies, and medicines for minor emergencies.
- **b.** An ambulance will be permanently stationed at the Headquarters.
- **c.** The designated hotels will be monitored continuously by the Ministry of Health and local response units.

All delegates must complete the Individual Medical Form (Annex 2 – Individual Medical Form) and send it to the following email address: [salud.icc@sag.gob.hn](mailto:salud.icc@sag.gob.hn) by Monday, October 6, at the latest.

In the event of serious medical emergencies, these will be referred by the primary care teams to the nearest hospitals designated to provide care within the framework of this activity. It should be noted that if any member of the delegations requires hospital medical assistance, any costs incurred will be borne by the individual concerned; it is therefore recommended that each delegate take out travel insurance for their visit to Honduras.



## **BILATERAL AND TECHNICAL MEETINGS**

Meeting halls will be available for bilateral and technical level meetings at the venue, which each delegation may request through its designated Liaison Officer to the Protocol and Meetings Committee.

## **TOUR**

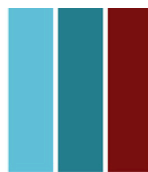
A guided tour of the facilities will be conducted for delegations that wish to participate on Sunday, October 12th. The Liaison Officer designated for each delegation will be responsible for communicating the schedule and departure point in a timely manner.

The limit for advance parties on the tours will be two (02) people.

## **LIAISON OFFICER**

The Ministry of Agriculture and Livestock, in coordination with the Ministry of Foreign Affairs and International Cooperation, has designated a Liaison Officer for each delegation. All official delegations will be met at the airports by their Liaison Officers, who will serve as focal points for all communications between the delegations and the various committees and event organizers throughout their stay in Honduras.

The Liaison Officers will contact each delegation to introduce themselves according to the information found in the registration lists (see Registration section).





**14**  **International  
Coffee Council  
Honduras 2025**