



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

ED 2115/11

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**Request for early submission of
credentials for the 107th Session of the
Council and other meetings
(London, 26 – 30 September 2011)**

1. The Executive Director a.i. 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 107th Session of the International Coffee Council and other meetings from 26 to 30 September 2011, Members are requested to send their credentials with details of designated participants to the Executive Director a.i. **by 1 September 2011. Members are invited to note that as the process of appointing a new Executive Director during the 107th Council may require a vote, it will be important to ensure that all delegations are accredited from the start of the meetings.**

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. The Secretariat will examine the credentials of delegations and report to the Council on 30 September 2011. An example of a credential is attached for the information of Members.

CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER

[Date]

Mr José Sette
Executive Director a.i.
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Sette,

107th Session of the International Coffee Council (London, 26 to 30 September 2011)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 107th Session of the International Coffee Council and other meetings taking place in London from 26 to 30 September 2011:

[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.*