



Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1924/04

21 July 2004
Original: English

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- **International Coffee Council**
- **Executive Board**
- **Private Sector Consultative Board**
- **Quality Committee**
- **Statistics Committee**
- **Promotion Committee**

Convocation of ICO meetings

Venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 91st Session of the International Coffee Council and other ICO meetings, which will take place from 20 to 24 September 2004 at the headquarters of the Organization at 22 Berners Street, London W1T 3DD (Tel: +44 (0) 20 7580 8591, Fax: +44 (0) 20 7580 6129, email: info@ico.org).

Agendas and arrangements

2. A draft schedule is attached together with draft Agendas for these meetings (documents ICC-91-0; EB-3868/04; PSCB No. 55/04; WP-Quality No. 62/04; WP-Statistics No. 78/04; PC-21/04) and a Guide to meetings (document EB-3811/02 Rev. 4) containing information on arrangements for meetings, hotels and a map showing the location of the ICO. Members wishing to suggest any additional matters for consideration or decision are requested to advise the Executive Director in writing no later than **30 August 2004**. Any documents for circulation or consideration at the meetings should also reach the Secretariat (info@ico.org) no later than **30 August 2004**, to ensure that they can be translated and circulated to Members in advance.

Programme

<u>Meeting</u>	<u>Date (time of first meeting)</u>	<u>Open to</u>
Private Sector Consultative Board (PSCB)	20 September 2004 (09.30)	PSCB representatives and observers from private sector associations
Quality Committee	20 September 2004 (14.00)	Quality Committee members and observers
Statistics Committee	20 September 2004 (15.30)	Statistics Committee members, Members, private sector representatives, experts in coffee statistics. Non-members may participate in an advisory capacity
Executive Board	21 – 24 September 2004 (09.45)	Members
International Coffee Council (91st Session)	21 – 24 September 2004 (15.00)	Members and observers from non-member countries, international organizations and private sector associations
Promotion Committee	23 September 2004 (16.30)	Members, private sector representatives, and observers from non-member countries and other organizations

Members – notification of attendance

3. **Members are reminded that Rule 3 of the *Rules of the Organization* (document EB-3820/02) requires them to inform the Executive Director, in writing, as soon as possible after receiving this communication, of the composition of their delegations.** Members are requested to ensure that their credentials are sent to the Organization well in advance of the meeting. Credentials should be issued in writing by a relevant Ministry or government agency of that 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.

4. The credentials of delegations will be examined by the Chairperson, with the assistance of the Secretariat, who will report to the Council. The List of Delegations will be based on credentials received from Members and responses received from observers.

Observers – notification of attendance

5. Observers from non-member countries, international organizations and private sector associations wishing to attend the Council session and/or other ICO meetings are requested to inform the Executive Director of the meetings they will attend either by email to: info@ico.org or by completing and returning the attached form to the Secretariat by **10 September 2004**.

Registration

6. For the purposes of identification and security all participants attending the meetings are required to register on arrival at the Information desk, and to wear the badges issued to them during all meetings listed above.

Presentations

7. Delegates are requested to inform the Secretariat in advance if they wish to make a presentation, so that the necessary arrangements can be made.

Interpretation

8. One team of interpreters will be available on 21, 22 and 24 September, and two teams of interpreters will be available on 23 September 2004 in order to facilitate the holding of meetings in parallel. Meetings on 20 September 2004 will be in English only.



**ICO MEETINGS
(September 2004)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London from 20 to 24 September 2004:

	Yes*	No*
Private Sector Consultative Board (20 September)	<input type="checkbox"/>	<input type="checkbox"/>
Quality Committee (20 September)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (20 September)	<input type="checkbox"/>	<input type="checkbox"/>
91 st Session of the Council (21 – 24 September)	<input type="checkbox"/>	<input type="checkbox"/>
Promotion Committee (23 September)	<input type="checkbox"/>	<input type="checkbox"/>

* Please tick as appropriate

as a member of the delegation of:

*(please state name of PSCB association/
observer organization or country as appropriate)*

Name in full:

Title or official position:

Organization/company:

Address:

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Country: Phone:

Fax: Email:

Signature:

Please return to:

Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD
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Fax: +44 (0) 20 7580 6129
Email: info@ico.org