



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

ED 1933/04

4 November 2004  
Original: English

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- International Coffee Council
- Executive Board
- Private Sector Consultative Board
- Steering Group on Promotion
- Quality Committee

**Convocation of the special session  
of the International Coffee Council,  
the Executive Board  
and other ICO meetings**

**(25 – 28 January 2005)**

### Meetings and venue

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers about the 92<sup>nd</sup> Session (Special) of the International Coffee Council on 28 January 2005, preceded by the Executive Board and other ICO meetings from 25 to 27 January 2005. The meetings will take place 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). It may be noted that the next meeting of the Statistics Committee will now take place in May instead of January 2005.

2. The need for a special session was raised at the 91<sup>st</sup> Session of the Council so that a final decision can be taken on the premises of the Organization in January 2005.

### Agendas and arrangements

3. A draft schedule is attached together with draft Agendas for these meetings (documents ICC-92-0; EB-3877/04; PSCB No. 57/04; WP-SGP No. 8/04; WP-Quality No. 65/04) 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 **6 January 2005**. Any documents for circulation or consideration at the meetings should also reach the Secretariat (info@ico.org) no later than **6 January 2005**, 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>
<b>Executive Board</b>	25 – 27 January 2005 (09.45)	Members
<b>Private Sector Consultative Board (PSCB)</b>	25 January 2005 (14.00)	PSCB representatives and observers from private sector associations
<b>Steering Group on Promotion</b>	26 January 2005 (14.00)	Steering Group on Promotion members and observers
<b>Quality Committee</b>	26 January 2005 (15.30)	Quality Committee members and observers
<b>International Coffee Council (92<sup>nd</sup> Session)</b>	28 January 2005 (10.00)	Members and observers from non-member countries, international organizations and private sector associations

### Members – notification of attendance

4. **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.

5. 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

6. 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](mailto:info@ico.org) or by completing and returning the attached form to the Secretariat by **14 January 2005**.

### **Registration**

7. 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**

8. Delegates are requested to inform the Secretariat by **14 January 2005** if they wish to make a presentation, so that the necessary arrangements can be made.

### **Interpretation**

9. One team of interpreters will be available from 25 to 28 January 2005.



**ICO MEETINGS  
(January 2005)**

**ATTENDANCE FORM – OBSERVERS**

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in January 2005:

	<b>Yes*</b>	<b>No*</b>
Private Sector Consultative Board (25 January)	<input type="checkbox"/>	<input type="checkbox"/>
Steering Group on Promotion (26 January)	<input type="checkbox"/>	<input type="checkbox"/>
Quality Committee (26 January)	<input type="checkbox"/>	<input type="checkbox"/>
92 <sup>nd</sup> Session of the Council (28 January)	<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: ..... Surname: .....

Name on registration badge: .....

Title or official position: .....

Organization/company: .....

Address: .....

.....

Country: ..... Phone: .....

Fax: ..... Email: .....

Signature: .....

**Please return to:**

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Fax: +44 (0) 20 7580 6129  
Email: info@ico.org