



International Coffee Organization
Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

ED 1974/05

1 November 2005
Original: English

E

- Executive Board
- Private Sector Consultative Board
- Virtual Screening Committee
- Steering Group on Promotion
- Statistics Committee

Convocation of ICO meetings

(30 January – 1 February 2006)

Meetings and venue

1. The Executive Director presents his compliments and wishes to inform Members and observers about the following ICO meetings which will take place from 30 January to 1 February 2006 (instead of 25 to 27 January as previously scheduled). 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).

Programme

Meeting	Date (time of first meeting)	Open to
Private Sector Consultative Board (PSCB)	30 January (09.30)	PSCB representatives and observers from private sector associations
Virtual Screening Committee (VSC)	30 January (10.00)	VSC Members and observers
Steering Group on Promotion	30 January (14.00)	Steering Group on Promotion Members and observers
Statistics Committee	30 January (15.00)	Statistics Committee Members and observers
Executive Board	30 January – 1 February (15.30)	Members

Agendas and arrangements

2. A draft schedule is attached together with draft Agendas and a Guide to meetings (document EB-3899/05) containing information on arrangements, hotels and a map showing the location of the ICO. Information about the VSC meeting will be communicated separately.
3. Members wishing to suggest any additional matters for consideration or decision at these meetings are requested to advise the Executive Director in writing or by email (info@ico.org) no later than **Friday 16 December 2005**. Any documents for circulation or consideration at the meetings should also be sent to the Secretariat at info@ico.org no later than **16 December 2005**, to ensure that they can be translated and circulated to Members in advance. Delegates are also requested to inform the Secretariat by the same date if they wish to make a presentation, so that the necessary arrangements can be made.
4. One team of interpreters will be available from 30 January to 1 February 2006.

Registration

5. 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. **To assist the Secretariat in preparing badges in advance, delegates are requested to complete and return the attached form indicating their attendance by 16 January 2006.**



International Coffee Organization

22 Berners Street
London W1T 3DD
England

**ICO MEETINGS
(January 2006)**

ATTENDANCE FORM – OBSERVERS

I will attend the following meetings to be held at the headquarters of the International Coffee Organization in London in January 2006:

	Yes*	No*
Private Sector Consultative Board (30 January)	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Screening Committee (30 January)	<input type="checkbox"/>	<input type="checkbox"/>
Steering Group on Promotion (30 January)	<input type="checkbox"/>	<input type="checkbox"/>
Statistics Committee (30 January)	<input type="checkbox"/>	<input type="checkbox"/>
Executive Board (30 January – 1 February)	<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:
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD
Tel.: +44 (0) 20 7580 8591
Fax: +44 (0) 20 7580 6129
Email: info@ico.org