



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

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Executive Board/
International Coffee Council
London, England

Guide to meetings

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Meeting venue: Meetings take place at the headquarters of the ICO at 22 Berners Street, London. The Executive Board meets in the Board Room on the second floor and the Council meets in the Council Chamber on the ground floor. **Annex I** shows the location of the ICO, contact details and the nearest tube stations.

Travel and accommodation: Participants are responsible for making their own arrangements for travel and for reserving hotel accommodation. A list of hotels with corporate rates for ICO delegates is attached as Annex II.

Visas: The following information is provided as guidance. As the requirements change periodically, delegates should always check with their local British Embassy or Consulate. The UK visas website (www.ukvisas.gov.uk) contains an online enquiry form which can be used to determine whether you need to apply for a visa before travelling to the UK.

Passports are required but not by the following ICO Member countries: Holders of National Identity Cards issued to nationals of Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland. **Passports must have 6 months validity remaining on arrival.**

ICO Member countries for which visas are required include: Angola, Benin, Burundi, Cameroon, Central African Republic, Colombia, Congo Dem. Rep., Congo Rep, Côte d'Ivoire, Cuba, Dominican Republic, Ecuador, Equatorial Guinea, Ethiopia, Gabon, Ghana, Guinea, Haiti, India, Indonesia, Jamaica, Kenya, Madagascar, Malawi, Nigeria, Philippines, Rwanda, Tanzania, Thailand, Togo, Uganda, Vietnam, Zambia and Zimbabwe.

Delegates from non ICO member countries should consult the UK visas website for information about requirements.

Credentials (Members): The *Rules of the Organization* (document EB-3820/02) require Members to inform the Executive Director in writing of the composition of their delegations. 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. Credentials are examined by the Chairman, with the assistance of the Secretariat, who reports to the Council. A list of delegations is circulated during the meeting based on credentials received from Members and responses from observers. Delegations may be composed of one representative, and one or more alternates. A Member may also designate one or more advisers to its representative or alternates.

Notification of attendance (observers): Invited observers wishing to attend Council sessions are requested to inform the Executive Director either in writing or by returning the attendance form attached to the Convocation to the Executive Director by the stipulated deadline (by fax to +44 (0) 20 7612 0630 or by email to info@ico.org). Observers may request permission to make statements to the Council or circulate documents by submitting a request to the Chairperson of the Council and Executive Director.

Registration and badges: Participants are requested to register at the Information desk on arrival. Identification badges will be issued at the time of registration on receipt of credentials from Members or written communications from observers in the case of the Council, or attendance forms in the case of other meetings organized during the year.

Only delegates wearing yellow badges and speakers who are making a presentation **can be admitted to formal meetings**. For the purposes of identification and security, badges should be worn at **all times**. Badges are colour-coded as follows:

Yellow:	Official delegates (ICO Members)	White:	Members of staff
Blue:	PSCB, observers and presenters	Green:	Press
Pink:	Visitors	Red:	Restricted meeting

Interpretation: Interpretation is available for Council sessions and Board meetings in English, French, Portuguese and Spanish. Other meetings such as the PSCB or Statistics Committee are in English only. Interpretation can normally only be made available for unscheduled group meetings if there are no other parallel meetings for which interpretation is required and if the meeting is held within the interpreters' working hours (see Annex III).

ICO documents: Documents are available on the ICO website (www.ico.org) and notifications of documents are sent by email before the meetings take place. Sets of documents in Agenda order are given to all delegates at the Information desk at the start of the relevant meeting (on the ground floor in the case of Council and Promotion meetings, and on the second floor in the case of Executive Board, PSCB and other meetings). The same set serves the Board meeting and the Council session. Delegates do not, therefore, need to bring copies of the pdf files sent to them by email. The latest documents issued during the meetings are made available at the Information desk on the ground or second floor.

ICO documents have reference numbers relating to the meetings at which they are considered:

WP-Council	Working Paper for the Council
WP-Board	Working Paper for the Executive Board
ICC	Council
EB	Executive Board
PC	Promotion Committee
WP-Promotion	Working Paper for the Promotion Committee
PSCB	Private Sector Consultative Board
WP-Finance	Finance Committee
WP-Statistics	Statistics Committee
WP-SGP	Steering Group on Promotion
WD	Working Draft

Presentations and documents from delegates: Guidelines for presenters are attached as Annex IV, together with guidelines prepared by the AIIC. Delegates wishing to make a presentation using computers should advise the Secretariat in advance and send a copy of their presentation before the meeting to evans@ico.org.

Advance copies: Delegates are asked to advise the Secretariat at least 24 hours in advance of any documents or statements they wish to be distributed during the meeting to assist interpretation and to enable these to be circulated to delegates. Documents should be submitted by email to info@ico.org.

Interventions: Delegations may indicate their wish to intervene during a meeting by placing their country nameplate in an upright position until acknowledged by the Chairperson.

Terms of reference for ICO bodies: Terms of reference for ICO bodies are listed below and can be downloaded from the documents section of the ICO website (by clicking on the “by category” link and selecting the option “Terms of reference”).

Executive Board (International Coffee Agreement (ICA) 2001: Articles 17-20)

International Coffee Council (ICA 2001: Articles 9-16)

Promotion Committee (PC-02/02)

Steering Group on Promotion (PC-08/03)

Private Sector Consultative Board (ICA 2001: Article 22 and PSCB-4/99)

Finance Committee (WP-Finance 02/04)

Statistics Committee (EB-3833/02)

Virtual Screening Committee (VSC) (WP-Board 955/04 Rev. 1)

Decisions/voting: Decisions are reached by consensus in practice and voting is generally only used at the time of the elections of the Executive Board in September each year.

Refreshments/local restaurants: Coffee, tea and biscuits are provided throughout the day. A variety of restaurants and cafés can be found in the vicinity of the ICO, such as in Charlotte Street, Wardour Street and Goodge Street.

Enquiries: Staff at the Information desk will be available to assist delegates with enquiries. Contact details for other staff members are as follows:

José Dauster Sette Secretary to the Council	First floor 020 7612 0602	sette@ico.org
David Moorhouse Head of Finance and Administration (for financial and administrative matters)	Second floor 020 7612 0628	moorhouse@ico.org
Executive Director's office: Hamida Ebrahim, PA to the Executive Director	Second floor 020 7612 0618	ebrahim@ico.org
Mirella Glass Documents Officer	First floor 020 7612 0601	documents@ico.org
Carmen Maqueda Head of Personnel & Office Management	Second Floor 020 7612 0623	maqueda@ico.org
Helen Wright Secretariat Officer	First Floor 020 7612 0624	wright@ico.org
Pascale Evans Information Assistant (for assistance with presentations)	First floor 020 7612 0603	evans@ico.org

INFORMATION AND SERVICES

Information/services	Location	Note
Accounts	Second floor (09.00 – 17.00)	Payment of telephone and fax invoices, and information about contributions, etc
Cloakroom	Ground and second floors	
Computers/Wi-fi	Library (first floor) (09.00 – 18.00)	ICO Wireless Local Area Network code: 19A3C3972D
Documents	Contact the Information desk	
Fax	Registry office (second floor) (open throughout meetings)	The Registry office can assist with sending faxes. Incoming faxes can be sent to the ICO on +44 (0) 20 7612 0630
First aid	Contact the Information desk or Commissionaire	
Information desk	Ground floor Conference Lounge Second floor Delegates Lounge	
Interpretation	Council Chamber and Board Room	Available for scheduled meetings only in English, French, Portuguese, Spanish
Library	First floor (09.00 – 18.00)	
Meeting rooms (additional)	Meeting room (first floor) Committee room (ground floor)	Please check with the Secretariat staff for availability
Photocopying	Contact the Information desk	
Reconfirmation of flights	Information desk (ground floor)	List of airline telephone numbers and websites available from desk
Refreshments	Ground and second floor lounges	Coffee, tea and biscuits available throughout the day
Restrooms	Gentlemen: basement and second floors Ladies: first and third floors Disabled: second floor	
Smoking	The ICO is a non-smoking building	Delegates may smoke outside the building
Taxis	Reception desk at entrance	The Commissionaire can call taxis
Telephones	Ground and second floors	No charge for local calls. All calls outside London area and to mobile phones are charged. Please settle outstanding charges with Accounts before the end of the meeting

Additional information

Local time	From 30 March 2008 – 26 October 2008: GMT +1 From 26 October 2008 – 29 March 2009: GMT
Electricity	240V AC 50Hz
International direct dialling code	00 44 (United Kingdom) (0) 207 (London) (0) 208 (London)
Currency	The local currency is the pound sterling (GBP 1 = 100 pence). A universal currency converter can be found at www.xe.com/ucc/
Climate	Information about the current weather forecast in London can be found on www.cnn.com or www.weather.com
Travel/medical insurance	EU participants in E111 system which allows visitors on short-term stays to other Member countries to use the public health care sector on the same terms as a local resident and provides all covered visitors with emergency and necessary care. Form E111 is being replaced by the EU Health Insurance Card. Please contact relevant health authorities for further details. Delegates should ensure that they are covered by international travel and medical insurance.
Useful links	Visiting the UK www.i-uk.com Tourist Office: www.visitbritain.com Embassy/consulate information: www.ind.homeoffice.gov.uk Visiting London: www.visitlondon.com



International Coffee Organization

22 Berners Street, London W1T 3DD
Telephone: +44 (0) 20 7612 0600 • Fax: +44 (0) 20 7612 0630
Email: info@ico.org • Website: www.ico.org

Nearest tube stations

Tottenham Court Road
Central and Northern Lines

Oxford Circus
Central, Bakerloo and Victoria Lines

Goadge Street
Northern Line

By bus

Buses 7, 8, 10, 25, 55, 73, 98 and 390 stop near the corner of Oxford Street and Berners Street.

From the Airport

Heathrow airport: The Heathrow Express runs every 15 minutes from 05.07 to 00.01 between Heathrow airport and Paddington Station in London (journey time: 15 minutes). Heathrow can also be reached by tube (Piccadilly line)

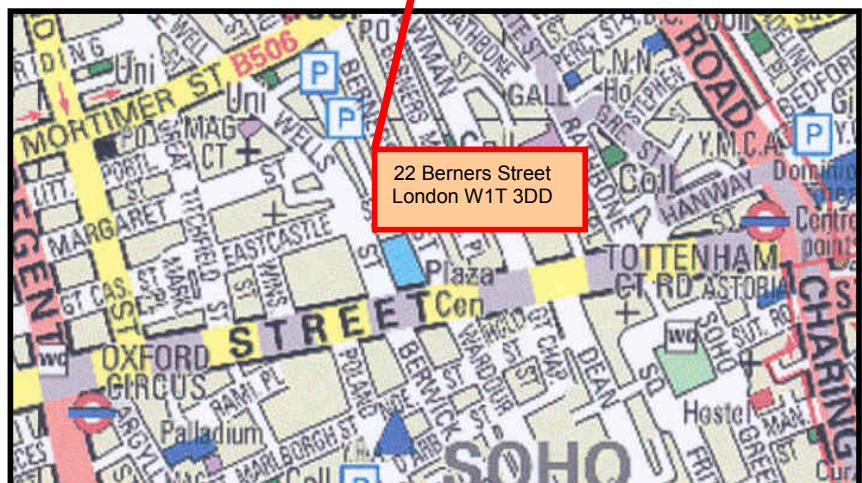
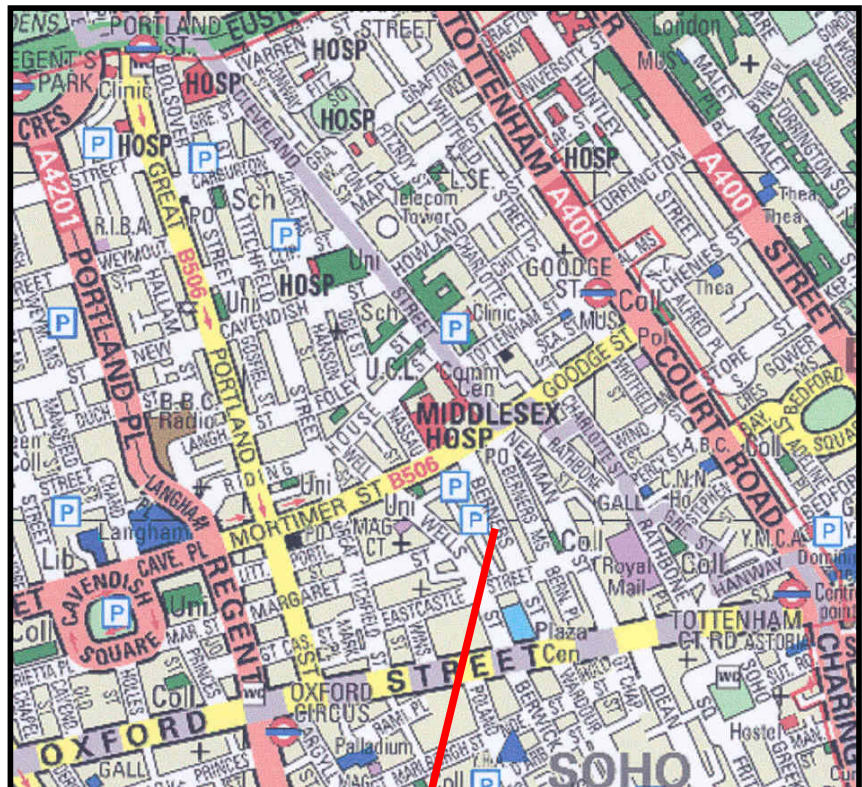
Gatwick airport: The Gatwick Express runs around every 15 minutes from 05.20 to 01.30 between Gatwick airport and Victoria Station (journey time: 30 minutes).

Stansted airport: The Stansted Express runs every 15 to 30 minutes to Liverpool Street Station in London (journey time: 45 minutes).

By car

Car parking facilities are available within walking distance of the Organization.
Eight pound daily congestion charge is applicable when driving in central London.

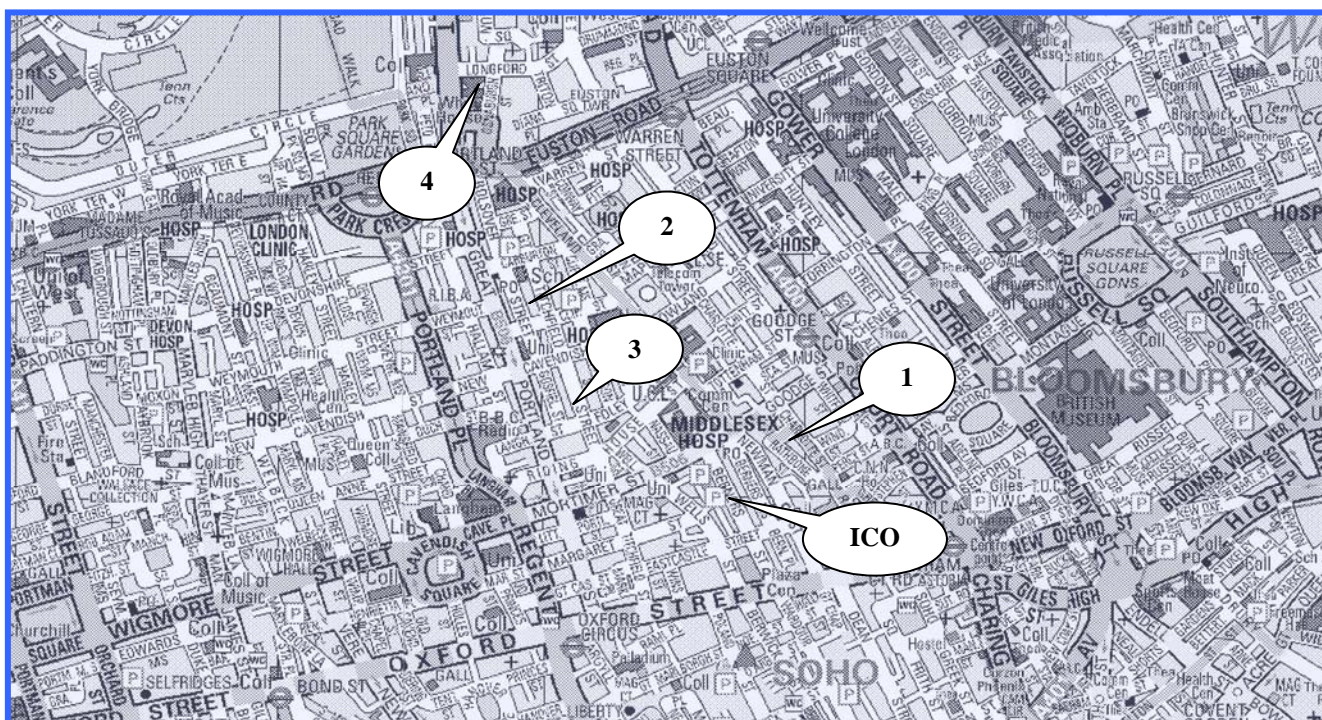
How to find us



ICO CORPORATE RATES FOR LONDON HOTELS

(April 2008)

Hotel	Room type	Daily room rate	Notes
Rathbone Hotel**** Rathbone Street London W1P 1AJ Tel: +44 (0) 20 7636 2001 Fax: +44 (0) 20 7636 3882 Email: sales@rathbonehotel.com www.rathbonehotel.com	Junior double room (Sole occupancy)	£115.00 (+VAT)	Rates exclude VAT (17.5%) and include continental breakfast Map reference 1
	Standard double/twin room	£128.00 (+VAT)	
	Executive room	£148.00 (+VAT)	
Grange Fitzrovia **** 20 - 28 Bolsover Street London W1P 7HJ Central reservations for Grange hotels: Tel: +44 (0) 20 7233 7888 Fax: +44 (0) 20 7630 9897 Email: reservations@grangehotels.co.uk www.grangehotels.co.uk	Single/double/twin room	£114.89 (+VAT)	Please quote: ICO ID 12139
	Executive single/ double room	£131.91 (+VAT)	Rates exclude VAT (17.5%) Map reference 2
Grange Langham Court Hotel**** 31 - 35 Langham Street London W1N 5RE Central reservations for Grange hotels: Tel: +44 (0) 20 7233 7888 Fax: +44 (0) 20 7630 9897 Email: reservations@grangehotels.co.uk www.grangehotels.co.uk	Superior single room	£89.36 (+VAT)	Please quote: ICO ID 12139
	Superior double/ twin room	£102.13 (+VAT)	Rates exclude VAT (17.5%)
	Executive single/ double/twin room	£119.15 (+VAT)	Map reference 3
Meliá White House**** Albany Street Regents Park London NW1 3UP Tel: +44 (0) 20 7391 3038 Fax: +44 (0) 20 7388 8040 E-mail: nelly.divisato@solmelia.com www.solmelia.com	Classic room	£135.00 (+VAT)	Rates exclude VAT (17.5%) and include full English breakfast Map reference 4
	Superior room	£160.00 (+VAT)	
	Executive/Level room	£190.00 (+VAT)	
	Junior Suite	£215.00 (+VAT)	



CONDUCT OF MEETINGS

The plenary meetings of the Executive Board and the Council will normally start and finish promptly, as set out in the schedule of meetings approved at the start of the meeting. The Chairman will announce details of the time and venue of the next meeting or the schedule of meetings for the next day, which will also be posted on a notice board on the ground and second floors.

Members are reminded that single teams of interpreters normally work for no more than 3 hours at a time, with a lunch break of 1½ hours. In the case of a single team, the interpreters would not be expected to work beyond 18.30.

Delegations and Chairmen are requested to make every effort to ensure that meetings commence at the agreed time by arriving in good time for meetings.

A bell will be rung at the request of the Chairman to indicate the start of the meeting, and the officers on the rostrum (Chairman, Executive Director and Secretary) are requested to be in place so that the Chairman can open the meeting within a few minutes subject to the quorum requirements under Rules 15 and 51 of the Rules of the Organization. If the Chairman is not present in the meeting room at the start of a meeting, the Vice-Chairman will take the chair and preside over the meeting until its conclusion.

During the meeting, the Chairman will remind participants of the time, and urge them to keep statements short and to the point. The Chairman may propose a limit on the time to be allowed to speakers and on the number of times each representative may speak on any question, the closure of the list of speakers, or the closure of the debate, in accordance with Rule 16 of the *Rules of the Organization*. The Chairman's own interventions and summaries will also be as concise as possible.

Delegates are requested to turn off all mobile phones during meetings.

Other group meetings

Meetings of the Private Sector Consultative Board (PSCB) and Statistics Committee should not be changed once the date has been circulated to their representatives to avoid inconvenience.

Coordination and other group meetings should start and finish promptly at the time scheduled for them, to avoid delays to other meetings and inconvenience to other delegates.

When a coordination or group meeting cannot finish on time, the Chairman will advise the Chairman of the Board or the Council as appropriate. If necessary, and if services are available, another time will be allocated for the coordination or group meeting to complete its work, if the Board or Council meetings are deemed to have priority.

GUIDELINES FOR PRESENTERS

Time-limit: as the programme is very tight, presentations during Board/Council meetings should generally be **no longer than 5-7 minutes** followed by 5-10 minutes for questions.

Advance copies of presentations: Please send an electronic copy of your presentation in advance of the meeting to Pascale Evans (evans@ico.org). This will enable copies to be made for the interpreters and loaded onto the ICO laptop in case of problems with presenters' laptops. It also enables the ICO to make copies for interested delegates, and to put it on the ICO website for consultation after the meeting.

Equipment: We have integrated audiovisual facilities in the Council Chamber and Board Room. We also have a laptop available for presentations but you may use your own if you prefer. Please note video clips inside Power Point presentations will not appear on the screens. On arrival at the ICO, please ask the registration desk to contact Pascale Evans, who will assist you in setting up your presentation.

Documentation: If there are any other documents that you would like to make available to delegates at the meeting, please send an electronic copy in advance, to enable copies to be printed and made available on the day.

Introductory note: Please provide a short introductory or biographical note to assist the Chairperson or Executive Director in introducing you.

Registration/badge: Please complete and return the attendance form attached to the convocation to the Secretariat so that an identification badge can be prepared. On arrival at the ICO please collect your badge from the Information Desk.

Attendance at ICO meetings is restricted to Members and invited observers. External presenters are therefore requested to attend the meeting only for the period of their presentations and questions, and to leave the meeting thereafter.

Reimbursement of expenses: Due to the ICO's restricted budget we regret that the ICO is not able to provide assistance with travel or accommodation expenses.

Board and Council meetings: Council sessions and Board meetings usually last between 2.5-3 hours. Each agenda item is introduced briefly by the Chairperson or Executive Director, followed by a short presentation, discussion and questions. In the case of Board meetings, these are attended by 16 Board Members. Up to 32 advisers and 40 observers from Member countries may also attend. Board meetings take place in the Boardroom on the second floor.

Council sessions take place in the Council Chamber on the ground floor and are attended by representatives of the 77 Member countries of the ICO, their alternates and advisers, as well as observers from non-member countries, the private sector and international organizations. A list of ICO office-holders and Members can be found on the "About us" section of the ICO website (www.ico.org).

Interpretation: Interpretation is available for Board and Council meetings in the four official languages of the Organization (English, French, Portuguese and Spanish). All seats are provided with headphones. Meetings of the Private Sector Consultative Board, Steering Group on Promotion, Finance Committee and Statistics Committee are English only.

Enquiries

Helen Wright – Secretariat Officer:
Tel: +44 (0) 20 7612 0624
Email: wright@ico.org

Pascale Evans – Information Assistant
Tel: +44 (0) 20 7612 0603
Email: evans@ico.org

GUIDELINES FOR SPEAKERS

The organizers of this conference are providing professional interpretation to enable delegates of different languages and cultures to understand each other. The interpreters are your allies in conveying your message to the audience. You can help them by following these simple guidelines.

1. If you have a *written text* or *notes for your speech*, whether or not you intend following them closely, please hand them to the conference secretariat for distribution to the interpreters. Interpreters do not simply rely on words, they interpret the meaning and should therefore familiarize themselves with your subject and terminology. You are free to depart from your text or add to it as you go along. AIIC interpreters are bound by professional secrecy, and the content of your document will remain confidential at all times and will be returned to you on request.
2. If your paper is *technical*, please give the interpreters any terminology you may have or any background papers on the same subject in other languages. You may also ask the conference secretariat to organize a briefing with the interpreters. Meeting the speakers would be useful in order to clarify specific points which will help improve performance.
3. If you wish to show a *film, slides or transparencies*, please make sure that the interpreters receive the script or a copy of the transparencies. The booths are often situated far away from the screen and it would be helpful if the interpreters had copies of the projected text in front of them.
4. When reading from a script one tends to speed up which means that the audience will find it difficult to follow and, as a result, parts of your message will be lost. If you have not spoken at meetings with interpretation before, it may be advisable to *pace your delivery* beforehand. Ideally you should allow *3 minutes per page* of 40 lines.
5. Before you speak, please make sure your *microphone* is switched on. Knocking the microphone or blowing into it as a test will merely be amplified in the interpreters' headphones and cause an unpleasant noise. To test the microphone just say a few words like "Good afternoon" or "Thank you Mr. Chairman".
6. Please do not speak too close to the microphone as this creates interference and avoid leaving your receiver set close to the microphone when you speak to prevent feedback whistling. The technician will be able to advise you on this.
7. If you need to *move away from your seat*, i.e. to point at a slide or transparency projection, please use a *neck or lapel microphone*. Without a microphone the interpreters cannot hear you, however loud you speak.
8. If you are speaking from the rostrum or a lectern and want to reply to questions from the floor, please make sure you have a *receiver set* with you to follow the questions as they are interpreted.

Your Team of Interpreters