INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments, and wishes to inform ICO Members that a Special Session of the International Coffee Council has been scheduled. This is at the request of more than 10 Members to allow for further consideration to approve the draft Administrative Budget for the financial year 2018/19. A draft Resolution on the exclusion of Members in persistent arrears will also be considered.

DATE AND VENUE

2. This Special Session of the Council will take place on Wednesday 14 November 2018 from 11:00 in Committee Room 10 (second floor) at the International Maritime Organization, 4 Albert Embankment, London SE1 7SR, United Kingdom. Tel. +44 (0)20 7735 7611.

QUORUM

3. Article 11 (4) of the International Coffee Agreement 2007 states that “The quorum required for a Council session to take decisions shall be the presence of more than half of the number of exporting and importing Members representing at least two-thirds of the votes for each category.”

4. Members are therefore strongly encouraged to attend in order for the Session to be quorate to approve the Administrative Budget for the financial year 2018/19. For those Members unable to attend in person, it is possible to authorize another Member to represent their interests and exercise their right to vote (see paragraph 8).
CREDSNTIALS

5. In accordance with Rule 3 of the Rules of the Organization, the credentials of Member
delegations shall be issued in writing to the Executive Director. Each Member shall appoint
one representative and one or more alternates. A Member may also designate one or more
advisers to its delegation.

6. The credentials of the representatives, alternates and advisers of a Member group
should be communicated to the Executive Director in writing by and on the headed paper of
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). Members are requested to coordinate with their authorities
to avoid issuing duplicate credentials.

7. Members are requested to ensure that their complete list of credentials reaches the
Organization by no later than 31 October 2018. A model letter is enclosed in Annex I. Scanned
copies of credentials may be sent by email to the Secretariat (credentials@ico.org) and the
original submitted as soon as possible thereafter. Delegations are advised that the timely
submission of credentials will greatly facilitate the work of the ICO Secretariat.

8. Members are also reminded that, if they are unable to attend, Article 13 (2) of the
2007 Agreement provides that “Any exporting Member may authorize in writing any other
exporting Member, and any importing Member may authorize in writing any other
importing Member, to represent its interests and to exercise its right to vote at any meeting
or meetings of the Council.” A model authorization is enclosed in Annex II. Letters of
authorization should be sent no later than 31 October 2018. Scanned copies may be sent by
e-mail to the Secretariat (credentials@ico.org) and the original submitted as soon as possible
thereafter.

REGISTRATION

9. For the purposes of identification and security, all participants attending the meeting
are required to present identification with photo to be able to collect their badge on arrival
at the IMO Reception. This is an IMO requirement.

10. It is strongly recommended that delegations submit the names of attending Heads of
State, Ministers or Ambassadors to the Secretariat in advance, in order to expedite
preparation of VIP access and minimize inconvenience.

11. The Registration Desk will open from 09:00 on Wednesday 14 November until the end
of the Session.
LANGUAGES AND DOCUMENTATION

12. The official languages of the Organization are English, French, Portuguese and Spanish. Simultaneous interpretation will be available.

13. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, documents will be distributed electronically, with only one set of documents printed per delegation.

14. It is suggested that delegates bring their tablets or notebooks to the meeting, rather than using hard copies of documents. The IMO has free Wi-Fi facilities and there will be adequate electrical outlets for delegates to use and recharge devices.

VISAS, ACCOMMODATION AND TRAVEL

Visas and letters of invitation

15. Delegates from certain countries will need a visa to enter the United Kingdom. The UK visas website (UK Visas and Immigration) contains an online enquiry form which can be used to determine whether you need to apply for a visa before travelling to the United Kingdom. Passports must have six months’ validity remaining on arrival. ICO delegates requiring a letter of invitation to assist them with obtaining visas to attend the meeting should request this in writing as soon as possible (friend@ico.org), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply as soon as possible to avoid delays in issuing visas.

Accommodation

16. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached in Annex III. To take advantage of these corporate rates, delegates are advised to make reference to the fact they are attending a meeting at the IMO. The list of hotels is not exhaustive, as alternative hotels and other accommodation options in London are available to suit a range of budgets.

LIABILITY DISCLAIMER

17. Delegates are responsible for their own safety at all times. Delegates are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the IMO Reception.
18. The ICO does not accept responsibility and expressly excludes liability for:
   - Loss or damage to valuables/personal belongings lost/left in the venue/hotel.
   - Death or personal injury suffered at the meeting.

19. In the unlikely occurrence that the 123rd Session (Special) of the International Coffee Council must be cancelled or postponed due to circumstances beyond the control of the ICO, the ICO shall not be liable for any costs incurred by the event attendee.
MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 31 October 2018. The original can be submitted as soon as possible thereafter.

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray’s Inn Road
London WC1X 8HB

Dear Mr Sette,

123rd Session (Special) of the International Coffee Council
London, 14 November 2018

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 123rd Session (Special) of the International Coffee Council taking place in London on 14 November 2018:

[Name]  Representative (one person only please)
[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).
MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER’S INTERESTS
AND EXERCISE ITS VOTING RIGHTS

Please send your authorization as an attachment to credentials@ico.org by 31 October 2018.

[Date]

Mr José Sette
Executive Director
International Coffee Organization
222 Gray’s Inn Road
London WC1X 8HB

Dear Mr Sette,

123rd Session (Special) of the International Coffee Council
London, 14 November 2018

I have the honour to inform you that my Government will not be represented at the 123rd Session (Special) of the International Coffee Council but has authorised [insert name of another Member country] to represent its interests and to exercise its right to vote at the Special Session of the Council on 14 November 2018.

Yours sincerely,

[Signature]*
[Name]
[Title]
[Member country]

* To be signed by a representative of the competent authorities of the Member country.
# IMO CORPORATE RATES FOR LONDON HOTELS

**October 2018**

The following hotels are situated within a 10-minute walking distance from the IMO

At the time of booking, please quote: ‘company ID SC227093192’
Tel: +44 (0) 20 7793 0202
Reservations: [www.accorhotels.com](http://www.accorhotels.com)
Email: H1785@accor.com
Rates valid until 31 December 2018

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Room Type</th>
<th>Rate</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOVOTEL London Waterloo 4</strong></td>
<td>113 Lambeth Road</td>
<td>Superior Room – 1 bed</td>
<td>£156.00 (Inc. VAT)</td>
<td>Free Wi-Fi, Breakfast included, Free access to fitness facilities, sauna and steam rooms</td>
</tr>
<tr>
<td></td>
<td>London SE1 7LS</td>
<td>Superior Room – 2 beds</td>
<td>£166.00 (Inc. VAT)</td>
<td></td>
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<tr>
<td><strong>Park Plaza Riverbank London 4</strong></td>
<td>18 Albert Embankment</td>
<td>Superior Single/Double:</td>
<td>£159.00/£172.00 (£+VAT)</td>
<td>Free Wi-Fi, Breakfast included</td>
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<tr>
<td></td>
<td>London SE1 7TJ</td>
<td>May to December 2018</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Executive Single/Double:</td>
<td>£184.00/£197.00 (£+VAT)</td>
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<tr>
<td></td>
<td></td>
<td>May to December 2018</td>
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<tr>
<td><strong>Plaza on the River – Club &amp; Residence 5</strong></td>
<td>18 Albert Embankment</td>
<td>Studio Single/Double</td>
<td>£190.00/£203.00</td>
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<tr>
<td></td>
<td>London SE1 7TJ</td>
<td>Deluxe Single/Double</td>
<td>£200.00/£213.00</td>
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<td></td>
<td></td>
<td>Deluxe River View Single/Double</td>
<td>£215.00/£228.00</td>
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<tr>
<td></td>
<td></td>
<td>1 Bed Suite – Restricted View Single/Double</td>
<td>£255.00/£268.00</td>
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<tr>
<td></td>
<td></td>
<td>1 Bed Suite – River View Single/Double</td>
<td>£325.00/£338.00</td>
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<tr>
<td><strong>Dolphin House</strong></td>
<td>Dolphin Square</td>
<td>1 Bedroom Apartment</td>
<td>£158.00</td>
<td>Free Wi-Fi/Use of Sports &amp; Fitness Club/Access to laundry rooms £168.00 B&amp;B</td>
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<td></td>
<td>London SW1V 3LX</td>
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Dolphin house is situated within a 20 to 25-minute distance from the IMO using public transport
### ICO CORPORATE RATES FOR LONDON HOTELS

**September 2018**

Central Reservations for Grange hotels:

*At the time of booking, please quote: ‘International Coffee Organization “Ref C00004F7”*

**Tel.:** +44 (0) 20 7630 2000. **Fax:** +44 (0) 20 7835 1888  
**Email:** reservations@grangehotels.com

**Rates valid until 28 February 2019**

Grange hotels are situated within a 30 to 40-minute distance from the IMO using public transport.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Room Type</th>
<th>Rate (+VAT)</th>
<th>Breakfast Included</th>
</tr>
</thead>
</table>
| **Grange Fitzrovia Hotel 4***| 20 – 28 Bolsover Street, London W1P 5NB  
Tel.: +44 (0) 20 7467 7000 | Double Superior, Double Superior A/C, Single Superior, Twin Superior, Twin Superior A/C | £139.00 (+VAT)    | Continental breakfast included. |
|                            |                                     | Double Executive, Double Executive A/C, Twin Executive, Twin Executive A/C | £169.00 (+VAT)    |                    |
| **Grange Langham Court Hotel 4***| 31 – 35 Langham Street, London W1W 6BU  
Tel.: +44 (0) 20 7436 6622 | SB Superior, Double Superior, Twin Superior, Twin Hollywood  
Sun, Fri, Sat | £125.00 (+VAT) | Continental breakfast included. |
|                            |                                     | SB Superior, Double Superior, Twin Superior, Twin Hollywood  
Mon, Tue, Wed, Thu | £129.00 (+VAT) |                    |
|                            |                                     | Double Executive, Single Executive, Twin Executive, Triple | £159.00 (+VAT) |                    |
| **Grange Holborn Hotel 5***| 50-60 Southampton Row, London WC1B 4AR  
Tel: +44 (0) 20 7242 1800  
| Double Superior, King Superior, Twin Superior | £169.00 (+VAT) | Continental breakfast included. |
|                            |                                     | Double Executive, Double Superior, King Executive | £199.00 (+VAT) |                    |
| **Grange Blooms Hotel 4***| 7 Montague Street, London WC1B 5BP  
Tel: +44 (0) 20 7323 1717 | Double, Single  
4 Poster, Junior Suite, Pickwick, King, Dickens Lords Room | £139.00 (+VAT) | Continental breakfast included. |
| **Grange Buckingham Hotel 4***| 39-40 Bedford Place, London WC1B 5JF  
Tel: +44 (0) 20 7636 2474 | Single Studio  
Superior Studio | £139.00 (+VAT) | Continental breakfast included. |
|                            |                                     | Deluxe Studio | £169.00 (+VAT) |                    |
| **Grange Portland Hotel 4***| 31-32 Bedford Place, London WC1B 5JH  
Tel: +44 (0) 20 7580 7088  
| Single Studio | £139.00 (+VAT) | Continental breakfast included. |
|                            |                                     | Double Studio | £139.00 (+VAT) |                    |
|                            |                                     | Deluxe Double Studio | £169.00 (+VAT) |                    |
| **Grange Clarendon Hotel 4***| 34-37 Bedford Place, London WC1B 5JR  
Tel: +44 (0) 20 7307 1575  
| Superior Double Room, Standard Single Room | £139.00 (+VAT) | Continental breakfast included. |
|                            |                                     | Deluxe Double Room, Twin Executive Room | £169.00 (+VAT) |                    |
| **Grange Beauchamp Hotel 4***| 24-27 Bedford Pl, Bloomsbury, London WC1B 5JH  
Tel: +44 (0) 20 7016 2540 | Superior Double, Superior Single  
Double Executive, Twin Executive | £150.00 (+VAT) | Continental breakfast included. |
|                            |                                     | Double Superior, Single Superior, Twin Superior  
4 Poster, Double Executive, King Size, Single Executive, Twin Executive | £169.00 (+VAT) |                    |
| **Grange White Hall Hotel 4***| 2-5 Montague St, Bloomsbury, London WC1B 5BU  
Tel: +44 (0) 20 7580 2224  
| Double Superior, Single Superior, Twin Superior | £139.00 (+VAT) | Continental breakfast included. |