



- **International Coffee Council**
- **Finance and Administration Committee**
- **Statistics Committee**
- **Projects Committee**
- **Promotion and Market Development Committee**
- **Private Sector Consultative Board**
- **Core Group for the Consultative Forum on Coffee Sector Finance**

Convocation for the 124th Session of the International Coffee Council and associated meetings: 25 to 29 March 2019 in Nairobi, Kenya

Advance information for participants*

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*The present document contains information concerning the 124th Session of the International Coffee Council and associated meetings that was available at the time of drafting. While every effort has been made to check the information provided, the ICO Secretariat cannot accept responsibility for inaccuracies.

I. INTRODUCTION

1. The Executive Director of the International Coffee Organization (ICO) presents his compliments and wishes to inform ICO Members and observers that the 124th Session of the International Coffee Council and associated meetings will be held in Nairobi, Kenya from 25 to 29 March 2019.

II. VENUE

2. The 124th Session of the International Coffee Council and associated meetings will be held at the: **Kenyatta International Convention Centre, Harambee Avenue, Nairobi, Kenya 30746-00100. Tel: 00 254 20 3261000.**

III. SUSTAINABILITY SEMINAR, OPENING CEREMONY AND SEATING ARRANGEMENTS

3. A sustainability seminar, featuring eminent speakers from the international coffee sector and beyond, will take place on **Monday 25 March 2019** at the Kenyatta International Convention Centre.

4. The opening ceremony will be held in the morning of Tuesday 26 March 2019 at the Kenyatta International Convention Centre.

5. For the Opening Ceremony, Council session and Committee meetings, delegations will be seated in English alphabetical order. Each Government delegation will be assigned a seat for the Head of Delegation and seats for alternates and advisers in the row behind. Specifically identified seating will be available for other participants.

6. Delegates are reminded that mobile telephones should be either switched off or switched to silent mode during all proceedings.

IV. PROVISIONAL PROGRAMME

7. Members wishing to submit documents for circulation, to suggest any additional matters for consideration, or to make presentations during the meetings are requested to advise the Executive Director in writing **no later than 22 February 2019.**

8. A provisional programme for the week is set out in Annex I. Detailed agendas for Council, Committees and other bodies will follow.

Side events

9. Members are warmly invited to attend side-events, social activities, exhibitions and a technical visit to a coffee plantation, the details of which will follow.

V. PARTICIPATION AND COSTS

10. Participating Governments, observers, intergovernmental organizations and non-governmental organizations are responsible for the costs of participation of their delegates.

VI. CREDENTIALS

11. 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.

12. 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.

13. Members are requested to ensure that their complete list of credentials reaches the Organization **no later than 22 February 2019**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat (credentials@ico.org). Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

14. Members are also reminded that, if they are unable to attend, paragraph (2) of Article 13 of the International Coffee Agreement (ICA) 2007 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 letter is enclosed in Annex III. Letters of authorization should be sent **no later than 22 February 2019**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org).

VII. ADMISSION OF OBSERVERS

15. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-122-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director of the specific meetings they wish to attend. A Registration Form for observers is enclosed in Annex IV and should be sent to credentials@ico.org by **no later than 22 February 2019**.

16. Subject to the provisions of Article 16 of the ICA 2007, non-governmental organizations not included on the list in Annex II of document [ICC-122-3](#) should submit requests for observer status in writing, indicating the Agenda items of interest, to the Executive Director **at least 45 days prior to the March Session (i.e. by 8 February 2019)**, in accordance with Rule 5 of the Rules of the Organization.

VIII. REGISTRATION AND LIST OF PARTICIPANTS

17. As stated in Rule 3 of the Rules of the Organization, each Member shall be represented by one representative, who may be assisted by alternates and advisers. Each delegation shall have a Head of delegation. Any alternate or adviser may act as a representative upon instruction of the Head of the delegation.

18. The Registration Desk will open from 14:00 to 18:00 on Sunday 24 March and from 08:00 to 18:00 on Monday 25 March 2019 until the end of the Session.

Registration of Heads of State, Ministers and Ambassadors

19. Delegations are strongly recommended to submit the names of attending Heads of State, of Government and Ministers to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

List of participants

20. A provisional list of delegates will be available on the first day of the Session, to be revised at a later date.

21. Delegations are requested to notify, in writing, the staff at the Registration Desk or the ICO staff at the venue of any subsequent changes in the information in the provisional list of delegates, so that records for the final list of delegates may be kept up to date and accurate.

IX. LANGUAGES AND DOCUMENTATION

22. The official languages of the Organization are English, French, Portuguese and Spanish, with simultaneous interpretation available.

23. 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**.

24. The Kenyatta International Convention Centre has free Wi-Fi facilities and adequate electrical outlets will be available for delegates to use and recharge devices. Once published, agendas and documents can be downloaded from the ICO website at: http://www.ico.org/documents_e.asp. The password for restricted documents will be provided to Members only.

25. An updated programme will be issued daily.

X. SPEAKERS

26. To facilitate the work of the interpreters and Secretariat staff, speakers are requested to submit in advance and as early as possible copies of their statements and/or presentations to the ICO Secretariat.

XI. REQUESTS FOR MEETINGS

27. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to hold meetings. Requests for such meetings should be made to the Secretariat & Communications Officer via email friend@ico.org.

XII. INFORMATION AND THE MEDIA

28. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – can apply for accreditation by contacting press@ico.org

29. A press briefing will take place at the close of the Council Session on Friday, 29 March 2019.

30. Highlights of the Session will be posted on social media during the week, using #ICC124Kenya.

XIII. VISAS, ACCOMMODATION AND TRAVEL

Travelling to Kenya

31. Delegates are responsible for obtaining their visas for entry into Kenya. The information provided herein acts only as guidance. A valid passport, not expiring for at least six months from the date of arrival, is required for entry into Kenya. A valid entry visa is also required for most countries and may be obtained in advance from the Kenyan Embassy/High Commission in the delegate's country of residence. For more information, please visit: <http://www.immigration.go.ke>. Please note that Kenya is discontinuing issuance of visas on arrival; delegates requiring visas are therefore encouraged to apply for a visa online via <http://evisa.go.ke>. If needed, but under exceptional circumstances, visas upon arrival can be obtained at Jomo Kenyatta International Airport in Nairobi. The fee is US\$50 for a one-time (single) entry.

32. Please note that visas are not required for citizens of: The Bahamas, Barbados, Belize, Botswana, Brunei Darussalam, Burundi, Cyprus, Dominica (not to be confused with Dominican Republic), Fiji Island, Ghana, Grenada, Jamaica, Kiribati, Lesotho, Malawi, Malaysia (for less than 30 day stay), Maldives, Mauritius, Namibia, Nauru, Papua New Guinea, Rwanda, Samoa, Seychelles, Sierra Leone, Singapore, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, Solomon Islands, Swaziland, South Africa (for less than 30 days stay), Tanzania, Trinidad and Tobago, Tonga, Tuvalu, Uganda, Vanuatu, Zambia and Zimbabwe. Please see Category 1: <http://www.immigration.go.ke>

33. Nationals of the following countries require a referred visa¹ acquired in advance through a Kenyan Embassy/High Commission: Afghanistan, Armenia, Azerbaijan, Democratic People's Republic of Korea, Eritrea, Iraq, Kosovo, Lebanon, Libya, State of Palestine, Somalia, Syria, Tajikistan and Stateless persons. Please see Category 3: <https://www.immigration.go.ke/>.

Accommodation

34. Delegates are responsible for making their own arrangements for accommodation. Details of hotels are attached in Annex V.

35. Relevant details of transport available from hotels to the meeting venue will follow.

Travel to and from the airport

36. Jomo Kenyatta International Airport (JKIA) in Nairobi is located in the Embakasi suburb, 15 kilometres from Nairobi's central business district.

37. Details of transport available will follow.

Vaccinations

38. A yellow fever vaccination certificate is required only if delegates are arriving in Kenya from a country with risk of yellow fever transmission. Useful information can be obtained from the WHO website <http://www.who.int/ith/en>. Malaria is common throughout the year in many parts of Kenya. Nairobi, the capital city is generally free of malaria. Delegates are recommended to consult a doctor about malaria prophylaxis if travelling beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms). Food and waterborne diseases, including diarrhoea, are common. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than fruits and vegetables peeled by oneself. Wash hands frequently with soap and water. Medical costs incurred in Kenya will be the direct responsibility of the meeting participant; delegates are therefore strongly recommended to arrange travel health insurance prior to arrival.

XIV. LIABILITY DISCLAIMER

39. Delegates are responsible for their own safety at all times.

40. Delegates are advised not to leave briefcases and other personal items unattended.

41. The ICO does not accept responsibility and expressly excludes liability for:

¹ A referred visa is whereby the International Coffee Organization writes a letter to the Embassy/High Commission of Kenya/Government of Kenya specifically for the invitee, in order to be provided with a visa. Nationals of these countries may not have sufficient diplomatic relations with Kenya, hence this stipulation made by the Government of Kenya.

- Loss or damage to valuables or personal belongings lost/left while attending as a delegate.
- Death or personal injury suffered while attending as a delegate.

42. In the unlikely occurrence that the 124th Session of the International Coffee Council and associated meetings 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.

XV. SAFETY AND SECURITY

43. Delegates are reminded to consult with their respective Governments for latest travel advice for Kenya.

XVI. MEETING PREMISES AND SERVICES

44. The following facilities are available at the meeting venue:

- Business centre
- Parking facilities
- Catering services.

XVII. VISITORS TO KENYA

General information

45. The Republic of Kenya is located on the Eastern coast of Africa, and is bisected by the Equator. It is a land of striking landscapes, ranging from snow-capped Mount Kenya to rich farmlands, barren deserts in the north and tropical sandy beaches on the western Indian Ocean coast and the shores of lakes Turkana and Victoria. Kenya borders Somalia to the North East, Ethiopia and South Sudan to the North, Uganda to the West, Tanzania to the South, and the Indian Ocean to the East. Kenya's capital city is Nairobi with a population of about 4 million. Other major cities are Mombasa, the main seaport on the Indian Ocean, and Kisumu on the shore of Lake Victoria. Kenya is one of the world's most popular tourism destinations, attracting millions of tourists over the past years. The country offers many attractive tourist sites, a rich culture, biological diversity, striking geographical diversity and landscapes ranging from beautiful beaches, to wildlife reserves and archaeological sites.

Time Zone

46. Kenya is GMT + 03:00 hours.

Weather

47. The average temperature in the capital, Nairobi, in March is 21°C, with highs of 27°C and lows of 14°C after dark.

Electricity

48. The electrical currents in Kenya are 220 - 240 Volts, 50 Hertz. Please note that Kenya uses the 13A 3 [square] wall switch socket outlet.

Official Languages

49. The official language of the Republic of Kenya is English and the national language is Swahili.

Money and Banking

50. The official currency of the Republic of Kenya is the Kenya Shilling (KES). The current exchange rates are approximately: 1 US Dollar = KES 102, 1 EUR = KES 116. For more information see: <https://www.centralbank.go.ke/rates/forex-exchange-rates>. Foreign currency can be changed at the airport, which has 24hr service, banks and foreign currency exchange bureaux.

51. Banks with ATM services in major centres across the city are open from 09:00 to 16:00 Monday to Friday and from 09:00 to 12:00 on Saturdays. There are some malls that have banks that operate on Sunday and public holidays. However, ATM services are more widely available at designated booth locations in the various malls, selected convenience stores at gas/petrol stations.

52. Travellers' cheques are accepted at most banks, foreign currency exchange bureaux, hotels and stores in major malls.

53. Tipping is appreciated, however, most hotels/restaurants include a service charge.

**124th Session of the International Coffee Council and associated meetings
March 2019, Nairobi, Kenya
Provisional programme: as of 14 December 2018**

Sunday, 24 March		Room	Open to	Notes
14:00 – 18:00	Registration opens	Kenyatta International Convention Centre	ICO Members and observers	
Monday, 25 March		Room	Open to	Notes
08:00 onwards	Registration	Reception	ICO Members and registered participants	Accreditation/registration of delegates throughout the day.
08:30 – 09:30	Briefing meeting		Restricted	Chairs and invited Members
09:30 – 11:00	Sustainability Seminar		ICO Members and registered participants	
11:00 – 11:30	Coffee break/exhibition			
11:30 – 13:00	Sustainability Seminar		ICO Members and registered participants	
13:00 – 14:30	Lunch and exhibition			
14:30 – 16:00	Sustainability Seminar		ICO Members and registered participants	
16:00 – 16:30	Coffee break/exhibition			
16:30 – 18:00	Sustainability Seminar		ICO Members and registered participants	
19:00 –	Gala Dinner			To be confirmed
Tuesday, 26 March		Room	Open to	Notes
08:00 onwards	Registration	Reception	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day.
09:00 – 10:30	Coordination meetings		Exporting countries Importing countries	
10:30 – 11:00	Coffee break			
11:00 – 13:00	Opening Ceremony		ICO Members and observers	<i>Including welcome address from the President of Kenya</i>
13:00 – 14:30	Lunch and exhibition			
14:30 – 16:00	Council		ICO Members and observers	1. Draft Agenda 2. Admission of Observers 3. Votes 4. Membership of ICA 2007 5. Annual review 6. Programme of Activities/Implementing Resolution 465
16:00 – 16:30	Coffee break			
16:30 – 18:00	Finance and Administration Committee		ICO Members only	

Wednesday, 27 March		Room	Open to	Notes
09:30 – 11:00	Finance and Administration Committee		ICO Members only	
11:00 – 11:30	Coffee break/exhibition			
11:30 – 13:00	Statistics Committee		ICO Members and observers	
13:00 – 14:30	Lunch and Exhibition			
14:30 – 15:30	Projects Committee		ICO Members and observers	
15:30 – 16:00	Coffee break/exhibition			
16:00 – 17:00	Promotion and Market Development Committee		ICO Members and observers	
17:00 – 18:00	Private Sector Consultative Board		ICO and PSCB Members	No interpretation
Thursday, 28 March		Room	Open to	Notes
09:30 – 11:00	Council		ICO Members and observers	
11:00 – 11:30	Coffee break/exhibition			
11:30 – 13:00	Council		ICO Members and observers	
13:00 – 14:30	Lunch and Exhibition			
14:30 – 17:00	Council		ICO Members and observers	
17:00 – 18:00	Core Group			
19:00 -	Closing Dinner			To be confirmed
Friday, 29 March		Room	Open to	Notes
09:30 – 11:00	Council		ICO Members and observers	
11:00 – 11:30	Coffee and exhibition			
11:30 – 13:00	Council		ICO Members and observers	
13:00 – 13:30	Press briefing		Press	
13:00 – 14:30	Lunch			
15:00	Visit to Coffee Plantation		ICO Members and observers	To be confirmed
19:00 -	Closing Dinner			To be confirmed
Saturday 30 March				
09:00	Visit to Coffee Plantation		ICO Members and observers	To be confirmed

Notes:

Parts in green are events also open to public (registered participants) and through live streaming where possible.

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 22 February 2019

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

[Date]

Dear Mr Sette,

124th Session of the International Coffee Council and associated meetings
(Nairobi, 25 to 29 March 2019)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 124th Session of the International Coffee Council and associated meetings taking place in Nairobi from 25 to 29 March 2019:

[Name] Representative (one person only please)
[Title]
[Organization]
[Email]

[Name] Alternate(s)
[Title]
[Organization]
[Email]

[Name] Adviser(s)
[Title]
[Organization]
[Email]

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).

ANNEX III

**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 22 February 2019**

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

[Date]

Dear Mr Sette,

124th Session of the International Coffee Council and associated meetings
(Nairobi, 25 to 29 March 2019)

I have the honour to inform you that my Government will not be represented at the 124th Session but has authorized *[insert name of another Member country]* to represent its interests and to exercise its right to vote at the 124th Session of the International Coffee Council from 25 to 29 March 2019.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

** To be signed by a representative of the competent authorities of the Member country.*

REGISTRATION FORM FOR OBSERVERS
124th Session of the International Coffee Council and associated meetings
25 to 29 March 2019, Nairobi

Please return this form to credentials@ico.org by 22 February 2019

Category of Observer (please tick as appropriate)	
<ul style="list-style-type: none"> • Non-member country <input type="checkbox"/> • International Organization <input type="checkbox"/> 	<ul style="list-style-type: none"> • PSCB association <input type="checkbox"/> • Other (please specify) <input type="checkbox"/> <p style="text-align: center;">-----</p>

Attendance: I will attend the following meetings/events to be held in Nairobi, in March 2019 (please tick as appropriate):	
<ul style="list-style-type: none"> • Sustainability workshop – <i>ICO members, observers and registered participants</i> 	
<ul style="list-style-type: none"> • 124th Session of the International Coffee Council – <i>ICO Members and accredited observers</i> 	
<ul style="list-style-type: none"> • Statistics Committee – <i>ICO Members and observers</i> 	
<ul style="list-style-type: none"> • Projects Committee – <i>ICO Members and observers</i> 	
<ul style="list-style-type: none"> • Promotion and Market Development Committee – <i>ICO Members and observers</i> 	
<ul style="list-style-type: none"> • Private Sector Consultative Board – <i>PSCB members and ICO Members</i> 	
<ul style="list-style-type: none"> • Core Group for the Consultative Forum on Coffee Sector Finance – <i>ICO Members and observers</i> 	

Dr / Mr / Mrs / Ms: First name:.....

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email:

ANNEX V

LIST OF HOTELS

[NB: Special rates for delegates are still being negotiated by the host country and shall be communicated when available.]

Recommended five star hotels within proximity of Nairobi Central District		
Name of hotel	Rate	Contact
Nairobi Serena Hotel, Kenyatta Avenue	From US\$225	sales@serena.com.pk
Sarova Stanley Hotel, Kimathi Street	From US\$235	+254-709111000 centralreservations@sarovahotels.com
Hotel, Intercontinental, City Hall Way	From US\$295	+254-3200000
Fairmont The Norfolk, Harry Thuku Road	From US\$280	+254-2255000 kenya.reservations@fairmont.com
Mt. Kenya Safari Club	From US\$120	+254 020 2821000/ +254 722 208 reservations@nairobi-safari-club.com
Four Star Hotels within proximity of Nairobi Central District		
Fairview Hotel, Bishops Road	From US\$179	+254-2881425 book@fairviewkenya.com
Nairobi, Hilton Hotel	From US\$195	+254-2288000 nairobi_ingo@hilton.com
The Panafric Hotel	From US\$185	+254-709111000 centralreservations@sarovahotels.com
Three Star Hotels within proximity of Nairobi Central District		
Hotel Boulevard	From US\$120	+254-2227567
Meridian Court Hotel	From US\$100	+254-0719063000
Marble Ark Hotel	From US\$90	+254-0722209633 info@marblearchhotelnairobi.com
Oakwood Hotel	From US\$80	+254-2220593

Hotels within 3-4 kms from the Central Business District		
Radisson Blue Hotel (five star)	From US\$197	+254 (0) 709 810 000 info.nairobi@radissonblu.com
Ngong Hills Hotel (three star)	From US\$97	+254 (0) 729-476072 reservations@ngonghillshotel.com
Hill Park Hotel (three star)	From US\$72	+254 (0)724256201 emarketing@hillparkhotel.com
Azure Hotel, Lantana Road, Nairobi (five star)	From US\$200	+254 709 716 000 / +254 709 716 001 info@azurehospitality.co.ke
Crowne Plaza, Upperhill (four star)	From US\$150	+254-2746000 info@cpnairobi.com
Jacaranda Hotel, Westlands (three star)	From US\$129	+254-0711089000