



**Convocation of the Special Session  
of the International Coffee Council  
23 January 2017  
London, United Kingdom**

**Meetings and venue**

1. The International Coffee Organization presents its compliments and wishes to inform ICO Members about the need to hold a Special Session of the Council. This is at the request of more than ten Members who have asked for a Special Session of the Council to be convened in view of the death of Mr Robério Oliveira Silva, Executive Director of the ICO. This is in accordance with paragraph 1 of Article 11 (Sessions of the Council) of the International Coffee Agreement 2007 which states that notice of 10 days must be given to convene such a Session.
2. The Special Session of the Council will take place on Monday 23 January 2017 at the International Coffee Organization, 22 Berners Street, London W1T 3DD (Tel.: +44 (0) 20 7612 0600, Fax: +44 (0) 20 7612 0630). The first Session of the Council will start at 14:00. The draft Agenda will follow shortly.

**Members – notification of attendance**

3. Credentials for the 118<sup>th</sup> Session of the International Coffee Council should be sent to the International Coffee Organization as outlined below.
4. Members are reminded that Rule 3 of the Rules of the Organization (document [ICC-102-7](#)) requires them to inform the Secretariat, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their credentials reach the Organization no later than **20 January 2017** to facilitate preparation of the credentials report and list of delegations in advance of the meetings. Credentials should be issued in writing by 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) and be sent to [credentials@ico.org](mailto:credentials@ico.org).

5. The credentials of delegations will be examined by the Chairman, with the assistance of the Secretariat, who will report to the Council. The list of delegations will be based on credentials received from Members.

### **Visas and letters of invitation**

6. 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 meetings should request this in writing ([info@ico.org](mailto:info@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 well in advance of the meetings to avoid delays in issuing visas.

### **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.

### **Interpretation**

8. One team of interpreters will be available on Monday 23 January 2017.

