



**Request for credentials for the
120th Session of the Council
(Yamoussoukro, Côte d'Ivoire
25 to 29 September 2017)**

Credentials for ICO meetings

1. The Executive Director presents his compliments and wishes to remind Members that Rule 3 of the Rules of the Organization requires them to inform the Secretariat, in writing, of the names of their representative, alternates and advisers. In view of the need to finalize the arrangements for the 120th Session of the International Coffee Council and other meetings taking place in Yamoussoukro, Côte d'Ivoire from 25 to 29 September 2017 Members are requested to send their credentials with details of designated participants to the Secretariat by **25 August 2017** via the dedicated email address credentials@ico.org.
2. Credentials should be issued in writing by the competent authorities designated by the Member (i.e. either 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. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.
3. Members are also reminded that if they are unable to attend, in accordance with paragraph (2) of Article 13 of the 2007 Agreement, 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.
4. The Secretariat will examine the credentials of delegations and report to the Council on 29 September 2017. An example of a credential is attached as Annex I for the information of Members. An example of a letter authorizing a Member to represent another Member which is not attending the meetings is attached as Annex II.

MODEL ONLY

CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER

[Date]

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

Dear Mr Sette,

120th Session of the International Coffee Council and other ICO meetings
(Yamoussoukro, Côte d'Ivoire 25 to 29 September 2017)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 120th Session of the International Coffee Council and other meetings taking place in Yamoussoukro, Côte d'Ivoire from 25 to 29 September 2017:

[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.*

**EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS
AND EXERCISE ITS VOTING RIGHTS (IF THE MEMBER IS UNABLE TO ATTEND THE SESSION)**

[Date]

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

Dear Mr Sette,

120th Session of the International Coffee Council and other ICO meetings
(Yamoussoukro, Côte d'Ivoire 25 to 29 September 2017)

I have the honour to inform you that my Government will not be represented at the 120th Session but has authorised [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 120th Session of the International Coffee Council from 25 to 29 September 2017.

Yours sincerely,

[Signature]*

[Name]

[Title]

[Member country]

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