



Finance and Administration Committee
30th Meeting
19 September 2018
London, United Kingdom

**Guide to hosting meetings of the
International Coffee Council and the
World Coffee Conference**

Background

1. Any ICO Member can apply to become a host country of a session of the International Coffee Council and the wider World Coffee Conference. Hosting such events can be a challenging and rewarding experience. In addition to hosting international policy makers and leaders from the coffee sector, such events provide a valuable opportunity to showcase the national coffee sector and its priorities to a global audience.

Guide to hosting meetings

2. Members who may be considering becoming a host country require comprehensive and accurate information to support the planning and delivery of an effective event. The enclosed document is an updated *Guide to hosting meetings of the International Coffee Council and the World Coffee Conference*. Reflecting recent experience, this revised document clearly sets out the responsibilities of each party, including staffing, financial and logistical obligations and requirements.

Host Country Agreement

3. To further clarify arrangements, the enclosed Guide includes a template, Host Country Agreement in Annex I, which will be drafted as appropriate and signed between the host country and the ICO.

Action

4. Members are invited to consider and, if appropriate, to recommend for approval by Council the publication of the new *Guide to hosting meetings of the International Coffee Council and World Coffee Conference*.



**INTERNATIONAL
COFFEE
ORGANIZATION**

GUIDE TO HOSTING MEETINGS OF THE INTERNATIONAL COFFEE COUNCIL AND THE WORLD COFFEE CONFERENCE



Table of Contents

Introduction	2
Getting started	2
Host Country Agreement	5
Financial obligations of the host country.....	5
The host country and the ICO Secretariat: a partnership	6
Planning process	6
Organizing the venue	9
Accommodation	11
Social events and technical/cultural tours.....	11
ICO planning mission.....	11
Convocation/World Coffee Conference Manual.....	11
Opening/Closing ceremony.....	12
Media and communications.....	13
Local transportation.....	14
Security and safety.....	15
Protocol.....	15
Logistics	17
ANNEX I: Host Country Agreement	
ANNEX II: Host country expenses	
ANNEX III: Typical schedule of meetings: International Coffee Council	
ANNEX IV: Typical schedule of meetings: World Coffee Conference	
ANNEX V: Meeting room requirements	
ANNEX VI: ICO Staff Requirements	
ANNEX VII: Benchmarks for hotel accommodation	
ANNEX VIII: Topics for discussion during ICO Secretariat planning mission	

Introduction

1. This Guide has been prepared as a practical reference tool to assist Members of the International Coffee Organization (ICO) in hosting sessions of the International Coffee Council (ICC) and associated meetings of the ICO. It also serves as an introduction for ICO Members considering to host the World Coffee Conference.

Getting started

What is the International Coffee Council?

2. The ICC is the highest authority of the ICO and brings together representatives from the Organization's Member countries, invited observers from international organizations and the private sector and wider stakeholders. Sessions of the International Coffee Council are convened under the International Coffee Agreement 2007. This treaty has the key objective to strengthen the global coffee sector and promote its sustainable expansion in a market-based environment for the betterment of all participants in the sector¹.

How do Council sessions work?

3. Two sessions of the ICC are held in each coffee year, usually in April and September. Dates for future sessions are adopted in advance and chosen to avoid conflicts with religious holidays and other meetings.

4. Council sessions last two days, including a high-level element, typically at the opening and/or closing of the session. This often involves participation of Government representatives with national statements on behalf of the host country, and can attract significant interest from the media.

5. In the same week of the Council session, associated events take place over three days to discuss important strategic and operational issues related to the global coffee sector, including the following:

- ICO meetings:
 - Finance and Administration Committee (attended by Members only).
 - Projects Committee.
 - Promotion and Market Development Committee.
 - Statistics Committee.

¹ More information about the International Coffee Agreement 2007 and the work of the International Coffee Organization is available at: www.ico.org.

- Associated meetings
 - Dissemination workshops on key topics of interest, including a link with annual thematic focus².
 - Consultative Forum on Coffee Sector Finance (held in September).
 - Core Group for the Consultative Forum on Coffee Sector Finance (held in April).
 - Private Sector Consultative Board.
 - Depending on requirements, coordination meetings between exporting and importing Member countries take place, along with meetings between international coffee forums, such as the World Coffee Producers' Forum, Interafrican Coffee Organization.
 - Press briefing/s.

6. A number of side events can also take place, including receptions, exhibitions, coffee cupping sessions, and technical/cultural visits.

What is the World Coffee Conference?

7. Approximately every five years, the World Coffee Conference is held to enable an even wider discussion around critical topics for the global coffee sector. To date World Coffee Conferences have taken place in the United Kingdom (2001), Brazil (2005), Guatemala (2010) and Ethiopia (2016), with the 5th World Conference to be hosted by India in September 2020. In addition to an international speakers' programme and exhibition during the World Coffee Conference, a session of the International Coffee Council and associated meetings of the ICO (as above) take place.

8. Details of the programme, speeches, photos/videos and reports of past [World Coffee Conferences](#) are available on the ICO website.

Delegate profile

9. Participants at ICO events are truly international. At sessions of the International Coffee Council, a typical delegate profile can include more than 200 high-level participants from ICO Member states, representatives of donor and international organizations, researchers and academics, as well as general public participants. The number of delegates attending a World Coffee Conference tend to be higher, often reaching above 1,000, due to the nature and size of the event.

² The ICO has introduced an annual thematic focus to streamline its work programme and align its strategy with the 2013 Sustainable Development Agenda and reporting cycle.

10. Breakdown of delegates:

- Heads of State or Government and/or Ministers
- VIPs (including Ambassadors, high-profile representatives of the industry)
- High-level representatives of ICO Member countries
- Non-member country delegations
- UN and intergovernmental organizations
- Non-governmental organizations
- Media representatives
- Stakeholders in the World coffee sector
- Individuals from academia, research institutions and the general public.

How to become a host country?

11. Any ICO Member can apply to become a host country of a session of the International Coffee Council and the World Coffee Conference.

12. Hosting these events can be a challenging, but rewarding experience. As well as hosting international policy makers and leaders from the coffee sector, the event provides a valuable opportunity to showcase the national coffee industry and its priorities to a global audience.

13. At least one and a half years before the planned session of the International Coffee Council, the host Government begins the process by:

- (a) Submitting a written proposal to the Executive Director of the ICO, giving background information on the country; proposed dates and an indication of the venues which would be considered, including experience in hosting this kind of high level international event.
- (b) Presenting the proposal to the International Coffee Council for its approval at the following session.
- (c) Once approved, the ICO Secretariat and host country confirm arrangements in writing, including signing a Host Country Agreement. A template Agreement is attached at Annex I.

14. A minimum of two years before the World Coffee Conference is to take place:

- (a) Initiated by the Council, ICO Members will be invited to submit expressions of interest similar to the procedures followed for the International Coffee Council.

- (b) Once approved, the ICO Secretariat and host country confirm arrangements in writing, including signing a Host Country Agreement (see Annex I).
- (c) The Council shall appoint a Chair who shall not be paid by the Organization, and who will be invited to participate in meetings of the Council as an observer, if they do not belong to a Member delegation.
- (d) The Council shall decide on the form, title, subject matter and timing of the Conference, in consultation with the Private Sector Consultative Board.

Host Country Agreement

15. The International Coffee Council, at its 122nd Session in September 2018, agreed that when a host government invites the Council to meet in its territory, a Host Country Agreement be put in place. The Agreement, also relating to the World Coffee Conference, is a legally binding document between the ICO Secretariat and government of the country concerned, setting out the responsibilities of each party in the preparation, organization and conduct of the event, including staffing and financial obligations.

Financial obligations of the host country

16. Article 11(2) of the International Coffee Agreement (ICA) 2007 provides that, “If a Member invites the Council to meet in its territory, and the Council agrees, the additional costs to the Organization involved above those incurred when the session is held at the seat shall be borne by that Member.”

17. With regard to the World Coffee Conference, Article 30 (3) of the ICA 2007 provides that, “If the Council decides to accept an invitation by a Member to hold a session in its territory, the Conference may also be held in that territory, in which case the additional costs to the Organization involved above those incurred when the session is held at the seat of the Organization shall be borne by the country hosting the session.”

18. Article 30 (4) says: “Unless the Council decides otherwise, the Conference shall be self-financing.”

19. Annex II of this Guide set outs the direct costs to be covered by the host country. The ICO Secretariat will provide the host country with a cost estimate of the additional costs incurred as a result of the session meeting outside London. For more information, please refer to Article IX of the template Host Country Agreement (Annex I).

The host country and the ICO Secretariat: a partnership

20. Partnership between the host country and the ICO Secretariat is essential for delivering a successful session of the ICC and also the World Coffee Conference. The host country will need a clear understanding of what's involved – who does what, by when and with whom. Some responsibilities belong exclusively to the host country, while others are the duty of the ICO Secretariat. The incoming host may wish to seek advice from the previous host country and contact details can be provided by the ICO Secretariat.

21. Once approved and the Host Country Agreement signed, as a first step the host country should develop a plan, including an organizational structure of the logistics team in charge of planning and delivery of the event. The timing of preparations depends on when the country makes its offer, when the Council accepts it and whether the event is a session of the International Coffee Council and associated meetings alone, or the larger and more complex World Coffee Conference.

Planning process

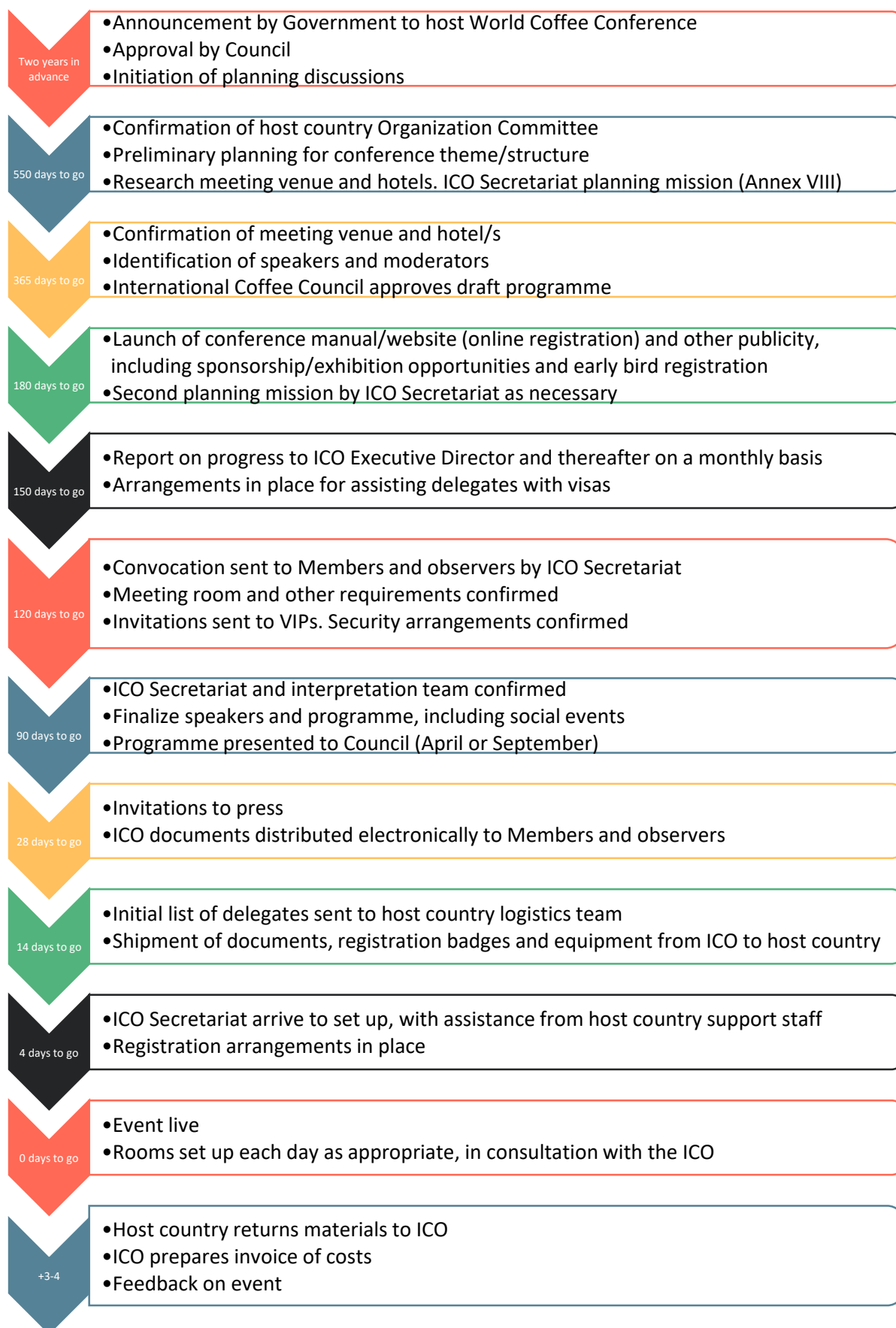
22. The following timelines give an indication of the key steps in the planning process for hosting sessions of the International Coffee Council, with a longer lead in time for the World Coffee Conference.

Indicative timeline for hosting the International Coffee Council



23. A more detailed plan, including timelines, will be developed by the ICO Secretariat in consultation with the appointed logistics team from the host country.

Indicative timeline for hosting the World Coffee Conference



24. A more detailed plan, including timelines, will be developed by the ICO Secretariat in consultation with the appointed logistics team from the host country.

Organizing the venue

25. The host country is responsible for securing an adequate venue, with a capacity to hold a meeting of an average of 200 participants for sessions of the International Coffee Council and associated meetings. A venue for the World Coffee Conference, however, should cater for at least 1,500 delegates, as well as exhibition space.

26. For logistical reasons, only one venue should be used for the event. The appointment by the host country of an event organizer, who acts on behalf of the host country in liaising with the ICO Secretariat, is desirable. The event organizer should be involved as early as possible in the planning process.

27. **The meeting premises:** Must be available from two days before the start of the session until at least 24 hours after the conclusion of the event. This is to allow for set-up, installation, testing and dismantling of equipment determined by the ICO Secretariat after the initial planning mission (see Annex VIII). The host country should ensure the availability of the premises, as well as the equipment and services, which must remain at the disposal of the ICO Secretariat throughout the duration of the event. The meeting venue should be in an easily accessible location, with existing infrastructure and international transport links, in a secure area of the country.

28. **Meeting rooms:** All meeting rooms must be soundproofed and equipped with adequate ventilation, air-conditioning/heating, lighting, Wi-Fi, sound and projection systems appropriate to the size and capacity of the room. Specific plans for these facilities will be assessed and developed in close consultation with the ICO Secretariat in advance of and during the planning mission.

29. **Office and service areas:** These need to be provided to various groups in the venue, such as the ICO Secretariat staff, the Executive Director, the Chair of the Council. The detailed requirements for office space are set out in Annex V.

30. **Delegate space:** An area is required also for delegates to be able to meet informally and access Wi-Fi facilities.

31. **Interpretation equipment:** Four interpreters' booths are required – one for each official language of the ICO (English, French, Portuguese and Spanish). Each booth must accommodate two interpreters. Information about mobile interpretation booth requirements can be found on the website of the [International Association of Conference Interpreters](#) (AIIC). A fifth booth may be required for the technician operating the interpretation and

recording equipment. The audio feed of all ICO meetings, the World Coffee Conference and other events must be recorded (one from the floor and one from the English booth). All booths should be available in the meeting rooms throughout the week.

32. **Furniture and technical equipment:** These items need to be provided by the host country, based on the requirements specified by the ICO Secretariat. Standards may vary due to availability of equipment within the country; therefore guidance must be sought from the ICO Secretariat before final decisions are taken. Attention also needs to be given to the conference room equipment. The host country must provide all necessary equipment such as microphones, simultaneous interpretation booths, including technical personnel to operate the equipment as per the requirements given by the ICO Secretariat. Audio recordings are required for all meetings of both the speakers from the floor and the English interpretation. (See Annex V).

33. **Professional and technical support:** The host country should engage and provide the ICO Secretariat with qualified technical staff to install, maintain and dismantle the meeting premises, and equipment provided. Technical staff should be available to address any technical difficulties experienced in the meeting rooms and allocated offices/service areas.

34. **Audio-visual support:** The audio feed of all ICO meetings, the World Coffee Conference and other events must be recorded (one from the floor and one from the English booth). Audio recordings of each meeting should be provided with the name and date of the meeting of each, and given to the ICO Secretariat at the end of each meeting on a USB memory stick.

35. The host country may wish to hire an official photographer to cover the events, and/or record proceedings via film, for example as part of livestreaming.

36. **Signage:** Signage for meeting rooms/offices need to be present within the venue and determined in cooperation with the ICO Secretariat.

37. **Power management:** The entire conference venue, must be provided with an uninterrupted power supply. A sufficient number of extension cords and adapters is required for the connection of electronic equipment, such as laptops.

38. **Wi-Fi:** A Strong and reliable Wi-Fi connection is essential from the time the ICO Secretariat arrive until the conclusion of the event. This is to provide for effective communication, such as video and live streaming, and also to allow delegates and ICO staff to access documents online. The ICO is moving towards a zero paper system for meetings, and delegates are encouraged to bring their tablets and notebooks, rather than use hard copies of documents.

Accommodation

39. The host country must ensure reliable and affordable accommodation that meets the needs and resources of participants. Given the long hours that the ICO staff will be required to work, a hotel near the venue is preferable.

40. The host country should appoint an Accommodation Officer/agency who liaises with the ICO Secretariat to ensure the smooth planning and implementation of accommodation-related services.

41. If the location is popular at the time the meetings are scheduled, consideration should be given to block-booking rooms for delegates. Hotels capable of suiting a range of budgets should be provided. Suggested benchmarks for hotel accommodation are provided in Annex VII.

Social events and technical/cultural tours

42. During the week, social events, such as dinners/receptions and/or coffee cupping sessions are normally provided. Technical tours on the Friday afternoon or Saturday following the meeting can provide delegates with a welcome opportunity to experience at first hand the challenges and opportunities facing local coffee producers. Cultural tours to sites of relevance can also be included as an alternative programme.

43. Host countries have previously invited organizations to exhibit throughout the week, providing an opportunity to talk with delegates and promote their products or showcase successful projects, promote good practice and foster cooperation.

ICO planning mission

44. A planning mission by the ICO Secretariat to the host country in advance will focus on many key elements of the event, including a visit to the proposed meeting venue and hotels. Annex VIII sets out in more detail the topics for discussion for the planning mission. It may be necessary to conduct more than one planning mission, particularly in preparation for the World Coffee Conference.

Convocation/World Coffee Conference Manual

45. Once the meeting venue, allocated hotels and suggested social events and technical/cultural tours have been confirmed, the ICO Secretariat will prepare a Convocation for Members and observers. This Convocation, issued at least three months before the meeting in the case of the International Coffee Council and four months earlier for the World Coffee Conference, provides the following:

- Name and contact details of key contacts for host country
- Details of meeting venue
- Hotels – information about the number of stars, costs, corporate rates, facilities provided
- Location – a map of the local area, showing the proximity of the hotels to the meeting venue
- Visa and passport information
- Health requirements (e.g. recommended inoculations) and details about medical/emergency dental treatment arrangements. N.B. – the need for travel medical insurance should be emphasized
- Social/cultural events and local tourist attractions of interest
- Arrival and departure arrangements (e.g. transport to and from airport)
- Arrangements for transportation to and from hotels and the meeting venue and/or walking distance
- Information about dress codes and climate
- Banking, money exchange and postal facilities
- Communications – facilities available for use by delegates together with country dialling code and useful numbers
- Information about costs of meals etc., facilities for eating at hotels, local restaurants, advice on tipping
- Information on how to register and deadline
- Full names and contact details (email, telephone, Skype ID) of key contacts for the host country whom delegates can contact to check information about visas, hotel accommodation, registration and travel.

Opening/Closing ceremony

46. Sessions of the International Coffee Council and the World Coffee Conference often include a high-level element, typically at the opening and/or closing of the event in order to:

- Provide policy guidance by raising issues and signalling priorities.
- Provide an opportunity for networking and communicating among Ministers and other high-level representatives, and to engage in bilateral discussions
- Increase overall media coverage, both national and international

47. Often this can include heads of state or government, as well as national statements by ministers and other heads of delegation. The host country should work closely with the ICO Secretariat on arrangements for the opening and closing ceremonies.

Media and communications

48. Close collaboration between the ICO Secretariat and the host country will be needed to manage the participation and access of local, national and international media. Cooperation is also crucial for helping to manage the messages that the media will deliver about the event.

Media access

49. For the International Coffee Council, all journalists need to apply for accreditation from the ICO Secretariat at least two weeks in advance of the event taking place. For the World Coffee Conference, the host country in conjunction with the ICO, will be responsible for coordinating media participation.

Event website/app

50. A bespoke website is often produced for the International Coffee Council and the World Coffee Conference because of the size and complexity of the event. Alternatively, the host country may consider developing a mobile app to provide all the information attendees need, such as schedules, maps, exhibitor information, speaker biographies, and more. Attendees can then download these apps on their mobile devices to access important event-related information.

Social media

51. To take advantage of the event, host countries should seek to make the most of social media to provide the latest updates and information. Twitter, Facebook, etc. can provide live, real-time updates of news and events about the meeting, as well as engage with other interested organizations and individuals, and promote events taking place during the conference.

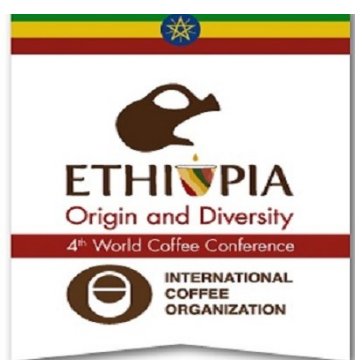
Media engagement

52. Beyond organizational and logistical support, the host country will also need to play a key role in promoting the event with local, regional and international media. Activities can include assisting the ICO Secretariat with organization of the Press briefing held on the last day of the Council session.

Logos and branding

53. Close consultation will be needed on placement and use of logos. The ICO Secretariat usually displays the ICO flag, along with the flag of the hosting country.

54. The host country may wish to develop branding to help promote the event through a variety of communication channels including social media. All logos will need prior approval by the ICO. Examples include the 4th World Coffee Conference hosted by the Government of Ethiopia (2016) and the 121st Session of the International Coffee Council, hosted by the Government of Mexico (2018):



Publicity

55. A communications strategy should be developed with the assistance of the ICO Secretariat. A clear timeline of activities should be drafted including a schedule for press releases, social media and marketing in the host city.

Local transportation

56. To ensure that the International Coffee Council (ICC) and World Coffee Conference proceeds smoothly, reliable, safe and affordable transportation is essential. It is therefore recommended that the host country makes timely transport arrangements. The host country should appoint a Transport Officer who liaises with the ICO Secretariat.

57. Arrangements for transporting delegates to and from the airport on arrival and departure will need to be considered by the organizers. A banner/sign at the airport would be useful to identify support staff from the host country to delegates on their arrival. Chauffeur-driven cars are most likely required for VIPs. The ICO Secretariat will liaise with the appointed Transport Officer with regard to transport requirements for VIPs.

58. Arrangements for transport between hotels and the meeting venue, and to and from any social events and technical/cultural tours will also need to be considered. Separate rotas for transportation of ICO staff, interpreters and delegates should be prepared.

59. ICO staff may also need assistance on their arrival at the airport with clearing materials for the meetings with customs' authorities.

Security and safety

60. With delegates including government ministers and ambassadors, robust security and safety measures must be put in place.

Protocol

Registering for the ICC and associated meetings

61. The official registration of participation is the sole responsibility of the ICO Secretariat. However, as host countries are likely to receive questions, an overview of the process is helpful:

- Delegates from ICO Members are nominated through written communication to the ICO Secretariat, with a deadline to submit what is referred to as Credentials
- Members can confirm their delegation up to the beginning of the meeting and they can increase their respective delegations at any time. As a result, the ICO Secretariat is not able to issue a list of participants to the event until nearer the session. Usually, the ICO Secretariat will start to send current lists of participants four weeks before the session, with periodic updates up until the end of the session when the final list of delegations is issued
- Observers from international organizations and the private sector may request observer status by submitting a request in writing to the ICO Secretariat 45 days before the commencement of the Council Session.
- Media participants apply for accreditation via the ICO Secretariat
- All persons attending the ICC and/or associated meetings must wear a badge issued by the ICO Secretariat on the basis of a valid nomination from Members, observer organizations, press/media
- All registration badges are prepared by the host country.

For security reasons, the following colour code is used for the badges:

Colour	Given to	Example
Yellow	Member representatives	Mr / Mrs / Ms [Name] [Country]
Blue	PSCB, observer non-member countries, international organizations	Mr / Mrs / Ms [Name] [Country]Mr / Mrs/ Ms [Name] [Association / Organization / Entity]
White	Members of ICO staff/Interpreters/host country support staff	Mr / Mrs / Ms [Name] ICO/Interpreter
Green	Press	Mr / Mrs/ Ms [Name] [Organization]
Pink	Visitors and presenters	Mr / Mrs / Ms [Name] [Position] [Country]

62. In the event that the meeting venue requires its own badges, this process should be handled by the host country. To avoid congestion, it would be useful to offer delegates the opportunity to register the afternoon before the ICO meetings commence.

Registration for social events and technical/cultural tours

63. For any social events and technical/cultural tours that are planned, delegates should be given clear instructions about how to register well in advance. Notification of such events should be included in the Convocation.

Visas

64. Whether using traditional or electronic visas, the process to deliver visas should be expedited. The host country should also nominate a focal point for this purpose, preferably a person from the foreign affairs ministry or the immigration authority. He or she should be part of the host country's logistics team.

65. Provision should be made to grant visas at the port of entry. While the penalties imposed on airlines for transporting passengers without visas can be very high, it is nevertheless possible that participants – in particular ministers and other dignitaries – arrive at the port of entry without a visa. It is important to avoid any potentially embarrassing refusal of admission at the airport, because the participants do not have a visa. Good communication between the focus point for visas, the authorities at the airport and the ICO Secretariat is

necessary to avoid this problem. The ICO Secretariat will be in a position to provide information regarding confirmed attendees prior to and during the event.

66. In view of numerous enquiries about visas, the Convocation sent out to Members and observers should include the contact details of the allocated person who can provide information or expedite issuing visas overseas, and details of what the host country can do to assist delegates (e.g. advising its embassies of likely requests for visas by ICO delegates and requesting them to assist with issuing visas as appropriate).

Logistics

Shipments

67. The host country organizes and bears all costs for transport, insurance charges and related expenses for shipment, from the ICO headquarters in London to the site of the venue, and the return of all supplies and equipment required for the proper functioning of the meeting.

68. Shipments are likely to include delegate packs and supporting material. While the ICO is moving towards a zero paper system for meetings, one set of documents is provided per delegation.

Recruitment of local staff

69. The ICO Secretariat requires the host country to recruit local staff to provide support services during the week's meetings. The suggested positions are as follows:

Event planner

70. In our experience, it is best to recruit an event planner who is familiar with the meeting venue and has all the necessary local supplier contacts.

Interpreters

71. The Secretariat will recruit its own team of interpreters for interpretation into the Organization's four official languages: English, French, Portuguese and Spanish. It falls to the host country to provide an additional booth and interpreters for any other language that may be required. The host country shall be responsible for payment of interpreters' accommodation, transport and daily subsistence allowance for the duration of the meetings and events. Furthermore, the interpreters' salary should be covered by the host country for all events except the meetings of the Council, other ICO bodies and the Consultative Forum on Coffee Sector Finance.

Host country support staff

72. All support staff should be available throughout the week's meeting and speak English. Knowledge of French, Spanish or Portuguese would also be an advantage.

- Drivers (one for the Executive Director, a minibus to transport the staff to/from the meeting venue, a minibus to transport the interpreters, drivers for the transport of high-level officials (including Chair of Council/ambassadors) that may be requested, and any others for delegates)
- Welcome desks in hotels
- Support staff (x3) for the registration / information desk at the venue
- Runners/ushers
- Security guards
- More than one person to assist with the production of documents who is familiar with using and troubleshooting the allocated photocopier.

Technicians

73. Technicians (for both the AV and IT/Wi-Fi issues in meeting rooms, offices and service areas) available throughout the week's meetings.

Professional photographer

74. Professional photographer + assistant; film production crew.

Catering

75. The host country needs to ensure adequate catering services within the meeting venue, including:

- Coffee, tea, biscuits and bottled water available continuously throughout the day for delegates and ICO staff. If coffee and tea, etc. are provided at a cafeteria, the meeting organizers would need to consider how to arrange this – e.g. authorizing delegates to have tea/coffee throughout the day, with costs borne by the host country.
- Bottled water and glasses on the podium/top table for all meetings and in the interpreters' booths, and at the Registration desk/documents counter.
- Delegates usually make their own arrangements for lunches – ideally facilities (e.g. buffet open to all participants) should be available in the meeting venue to facilitate an early return to meetings. Otherwise there should be sufficient restaurant facilities close by where delegates can have lunch and return to the meetings in the space of an hour.
- A bell should be provided to alert delegates to the start of meetings after coffee and lunch breaks.

- Receptions/dinners, depending on suggestion of hosting country.
- All offered meals should take into consideration catering for different religious beliefs and offer sufficient alternative vegetarian/vegan meals throughout the duration of the meetings.

HOST COUNTRY AGREEMENT

TEMPLATE

AGREEMENT BETWEEN THE INTERNATIONAL COFFEE ORGANIZATION AND THE GOVERNMENT OF [ICO Member country] REGARDING THE ARRANGEMENTS FOR THE [... SESSION OF THE INTERNATIONAL COFFEE COUNCIL/ xxx WORLD COFFEE CONFERENCE ON]

WHEREAS* at its ____ Session, held on [date] the International Coffee Council accepted the invitation of the Government of [ICO Member country] (the “Government”) to hold the [xxx Session of the International Coffee Council / ... World Coffee Conference on] (the “Conference”) at (city, country), and

The International Coffee Organization and the Government hereby, agree as follows:

ARTICLE I**DATE AND PLACE OF THE CONFERENCE**

The Conference shall be held at [city], from _____ to _____.

ARTICLE II**ATTENDANCE AT THE CONFERENCE**

1. As specified [by the convening or the preparatory organ and/or in the *Guide to hosting meetings of the International Coffee Council and World Coffee Conference*], the Conference shall be open to participation by the representatives or observers of;
 - (a) ICO Member countries.
 - (b) Representatives of the Government of [host country].
 - (c) Organizations that have received standing invitations from the International Coffee Organization to participate in Conferences in the capacity of observers.
 - (d) Specialized and related agencies of the United Nations.
 - (e) Other intergovernmental organizations.
 - (f) Invited non-member countries.
 - (g) Invited non-governmental organizations.

* When appropriate, further paragraphs may be inserted concerning the decisions authorizing the Conference or concerning its motivation and objectives.

- (h) Other persons invited by the International Coffee Organization.
- (i) In the case of the World Coffee Conference, participation is also open to other interested participants.

2. The public meetings of the Conference shall be open to representatives of the media accredited by the International Coffee Organization at its discretion after consultation with the Government.

ARTICLE III

PREMISES, EQUIPMENT, UTILITIES AND SUPPLIES

1. The Government shall provide the necessary premises, including conference rooms for informal meetings, office space, working zones, exhibition area and other related facilities, as specified in the *Guide to hosting meetings of the International Coffee Council and World Coffee Conference*. The Government shall at its expense furnish, equip and maintain in good repair all these premises and facilities in a manner that the International Coffee Organization considers adequate for the effective conduct of the Conference. The conference rooms shall be equipped for reciprocal simultaneous interpretation between four languages [English, French, Portuguese, and Spanish] and shall have facilities for sound recording in that number of languages as well as facilities for press, television, radio and film operations. The premises shall remain at the disposal of the International Coffee Organization 24 hours a day from two days prior to the Conference until a maximum of one day after its close.

2. The Government shall provide, if possible within the conference area: bank, post office, and telephone facilities, as well as appropriate eating facilities, a travel agency and a business centre, equipped in consultation with the International Coffee Organization, for the use of delegations to the conference on a commercial basis.

3. The Government shall bear the cost of all necessary utility services, including local telephone communications, of the International Coffee Organization Secretariat and its communications by telephone with its Headquarters [in London] when such communications are authorized by or on behalf of the Executive Director of the International Coffee Organization.

4. The Government shall bear the cost of transport and insurance charges, from the International Coffee Organization to the site of the Conference and return, of all International Coffee Organization equipment and supplies required for the adequate functioning of the Conference. The International Coffee Organization shall determine the mode of shipment of such equipment and supplies.

5. To enhance the status of such events, the host country will cover the costs of up to six external speakers.

ARTICLE IV
ACCOMMODATION

The Government shall ensure that adequate accommodation in hotels or residences is available at reasonable commercial rates for persons participating in or attending the Conference.

ARTICLE V
MEDICAL FACILITIES

1. Medical facilities adequate for first aid in emergencies shall be provided by the Government within the conference area.
2. For serious emergencies, the Government shall ensure immediate transportation and admission to a hospital.

ARTICLE VI
TRANSPORT

1. The Government shall provide transport between the _____ airport and the conference area and principal hotels for the International Coffee Organization Secretariat, including interpretation staff, servicing the Conference upon their arrival and departure.
2. The Government shall ensure the availability of transport for all participants and those attending the Conference between the _____ airport, the principal hotels and the conference area.
3. The Government shall provide an adequate number of cars with drivers for official use by the attending Ambassadors, Ministers and Heads of State, as well as such other local transportation as is required by the ICO Secretariat in connection with the Conference.

ARTICLE VII
POLICE PROTECTION

The Government shall furnish such police protection as may be required to ensure the effective functioning of the Conference in an atmosphere of security and tranquility free from interference of any kind. While such police services shall be under the direct supervision and control of a senior officer provided by the Government, this officer shall work in close cooperation with a designated senior official of the International Coffee Organization.

ARTICLE VIII
LOCAL PERSONNEL

1. The Government shall appoint a liaison officer who shall be responsible, in consultation with the International Coffee Organization, for making and carrying out the administrative and personnel arrangements for the Conference as required under this Agreement.

2. The Government shall recruit and provide an adequate number of local staff for the reproduction and distribution of documents, assistant conference officers, messengers, receptionists with appropriate language skills, cleaners and other staff required for the proper functioning of the Conference, as well as drivers for the cars referred to in Article VI. The exact requirements in this respect will be established by the International Coffee Organization in consultation with the Government. Some of the persons shall be available at least four days before the opening of the Conference and until a maximum of one day after its close, as required by the International Coffee Organization.

ARTICLE IX
FINANCIAL ARRANGEMENTS

1. The Government, in addition to the financial obligations provided for elsewhere in this Agreement, shall, in accordance with the International Coffee Agreement 2007, Article 11(2), bear the actual additional costs directly or indirectly involved in holding the Conference in [host country] rather than in London where the established headquarters of the International Coffee Organization is based. Such costs, which are provisionally estimated at approximately £ _____, shall include, but not be restricted to, the actual additional costs of travel and staff entitlements of the International Coffee Organization assigned to plan for or attend the Conference, as well as the costs of shipping any necessary equipment and supplies. Arrangements for the travel of International Coffee Organization officials required to plan for or service the Conference and for the shipment of any necessary equipment and supplies shall be made by the Secretariat and its related administrative practices regarding standard of travel, baggage allowances, subsistence payments and terminal expenses.

2. The Government shall, not later than [date], deposit with the International Coffee Organization the sum of £ _____, representing the total estimated costs referred to in paragraph 1. If necessary, the Government shall make further advances as requested by the International Coffee Organization, so that the latter will not at any time have to finance temporarily from its cash resources the extra costs that are the responsibility of the Government.
3. The deposit and the advances required by paragraph 2 shall be used only to pay the obligations of the International Coffee Organization in respect of the Conference.
4. After the Conference, the International Coffee Organization shall give the Government a detailed set of accounts showing the actual additional costs incurred by the International Coffee Organization and to be borne by the Government pursuant to paragraph 1 of this Article. These costs shall be expressed in pounds sterling, using the United Nations official rate of exchange at the time the payments are made. The International Coffee Organization, on the basis of this detailed set of accounts, shall refund to the Government any funds unspent out of the deposit or the advances required by paragraph 2 of this Article. Should the actual additional costs exceed the deposit, the Government shall remit the outstanding balance within one month of the receipt of the detailed accounts.

ARTICLE X

LIABILITY

1. The Government shall be responsible for dealing with any action, claim or other demand against the International Coffee Organization or its officials and arising out of:
 - (a) Injury to persons or damage to or loss of property in the premises referred to in Article III that are provided by or are under the control of the Government.
 - (b) Injury to persons or damage to or loss of property caused by, or incurred in using, the transport services referred to in Article VI that are provided by or are under the control of the Government.
 - (c) The employment for the Conference of the personnel provided by the Government under Article VIII.
2. The Government shall indemnify and hold harmless the International Coffee Organization and its officials in respect of any such action, claim or other demand.

ARTICLE XI
PRIVILEGES AND IMMUNITIES

1. Without prejudice to the preceding paragraphs, all persons performing functions in connection with the Conference, including those referred to in Article VIII and all those invited to the Conference, shall enjoy the privileges, immunities and facilities necessary for the independent exercise of their functions in connection with the Conference.

2. All persons referred to in Article II (1) shall have the right of entry into and exit from [host country), and no impediment shall be imposed on their transit to and from the conference area. They shall be granted facilities for speedy travel. Visas and entry permits, where required, shall be granted free of charge, as speedily as possible and not later than two weeks before the date of the opening of the Conference, provided the application for the visa is made at least three weeks before the opening of the Conference if the application is made later, the visa shall be granted not later than three days from the receipt of the application.

ARTICLE XII
SETTLEMENT OF DISPUTES

Any dispute between the International Coffee Organization and the Government concerning the interpretation or application of this Agreement that is not settled by negotiation or other agreed mode of settlement shall be referred at the request of either party for final decision to a tribunal of three arbitrators, one to be named by the Chair of the International Coffee Council, one to be named by the Government and the third, who shall be the chair, to be chosen by the first two.

ARTICLE XIII
FINAL PROVISIONS

1. This Agreement may be modified by written agreement between the International Coffee Organization and the Government.

2. This Agreement shall enter into force immediately upon signature by the Parties and shall remain in force for the duration of the Conference and for such a period thereafter as is necessary for all matters relating to any of its provisions to be settled.

SIGNED this ____ day of _____ 20__ at [city] in duplicate in [English and French, Portuguese or Spanish as appropriate], both texts being equally authentic.

For the International Coffee Organization For the Government of _____

Host country expenses

Travel, including excess baggage, in accordance with the prevailing rules and regulations of the United Nations
Daily subsistence allowance (DSA), at a rate set by the International Civil Service Commission, from which staff members pay such expenses as hotel, meals, etc. For the purposes of the meeting, interpreters are considered as a ICO staff
Terminal expenses incurred for each trip between the airport and other point of arrival or departure in connection with the approved itinerary
Shipment of necessary documentation, material, equipment and supplies from ICO headquarters (London)
Freight and insurance costs for sending any supplies and other materials to and from the meeting site
Office and other space requirements for ICO staff, plus office supplies (see Annex V)
Communication expenses, including photocopying, mobile telephones, and international telephone calls.
Local conference-servicing staff
Arrangement of conference rooms and equipment within conference rooms, including interpretation booths, AV equipment, professional photographer, film crew
Equipment for on-site document reproduction facility, including paper required for the event.
Security provision
Additional interpretation/translation costs incurred through holding meetings in the host country
Interpreters – salaries for all meetings other than those of the International Coffee Council and associated bodies
Catering for delegates: coffee/tea, gala dinners/receptions and other social events. Catering for ICO staff
Costs of up to six external speakers

Typical schedule of meetings: International Coffee Council

Monday:

Briefing meeting for Chairs of Committees and Council

Opening ceremony of the Council session

Workshop/seminar

Coordination meetings between exporting and importing Members

Welcome reception

Tuesday:

ICO Committees

Private Sector Consultative Board

Core Group for the Consultative Forum on Coffee Sector Finance (April only)

Coordination meetings between exporting and importing Members

Wednesday:

Workshop/seminar

Consultative Forum on Coffee Sector Finance (September only)

Thursday:

International Coffee Council

Farewell reception

Friday:

International Coffee Council

Press briefing

Technical visit (can also be Saturday)

The schedule of past sessions of the International Coffee Council and associated meetings is available on the [ICO website](#).

Typical schedule of meetings: World Coffee Conference

Friday:

Opening ceremony and welcome speeches
Press briefing with dignitaries
Gala dinner

Saturday:

World Coffee Conference programme

Sunday:

World Coffee Conference programme

Monday:

Briefing meeting for Chairs of the International Coffee Council and associated bodies
Opening of Council Session
Workshops/Forums
Coordination meetings between exporting and importing Members

Tuesday:

Workshops/Forums
Core Group for the Consultative Forum on Coffee Sector Finance (April only)
ICO Consultative Forum (September only)

Wednesday:

Private Sector Consultative Board
ICO Committees

Thursday:

International Coffee Council
Farewell reception

Friday:

International Coffee Council
Close of Session
Press briefing
Technical visit (can also be Saturday).

Details of the programmes of past World Coffee Conference are available on the [ICO website](#).

Meeting room requirements

Meeting	Suggested room capacity	Requirements
All meetings		<ul style="list-style-type: none"> • Gavel (in front of Chair on podium) • Stand for ICO flag and flag of host country • Paper and pen for each delegate • Bottled water and glasses for each delegate, to be replenished throughout the day • Bell to ring at the start of meetings • Interpretation – 4 booths for the interpreters and 1 for the technician (each booth should seat two people). These should meet the guidelines of the International Association of Conference Interpreters (https://aiic.net/) • Audio-recording – 2 channels (one for the English booth, one for the floor) • Wi-Fi/Internet facilities for delegates and ICO staff to access documents electronically (it is essential to ensure a strong and reliable connection which should be sufficient for large numbers of delegates, and to support livestreaming). To include a separate log-in and bandwidth for ICO staff, if possible. • Sign outside meeting room giving name of meeting/s taking place • Roving microphones sufficient for size of room/number of delegates • Equipment for presentations: lectern, PowerPoint, screens, laptop and pointer • A place either at the front or at the side of the room equipped with headsets and a table/chairs for ICO staff.
Council and other ICO bodies	220	<ul style="list-style-type: none"> • Seating and tables with headphones and microphones for 80 heads of delegation and officeholders • Additional seating and tables for 140 alternates and observers (with 140 headphones) • Top table/podium with 6 chairs, at least 6 headphones and 6 microphones • Equipment for PowerPoint and video presentations and screen, laptop and laser pointer.

World Coffee Conference	1,000-1,500	<ul style="list-style-type: none"> • As for Council (above), although requirements will vary according to attendance • Podium with headphones and microphones for Chair and speakers (around 10-12 microphones and headphones) • Sufficient number of chairs, microphones and headphones as required for delegations.
Consultative Forum on Coffee Sector Finance	220	<ul style="list-style-type: none"> • As with Council and other ICO bodies above
Private Sector Consultative Board	70	<ul style="list-style-type: none"> • Conference table with 20 seats, 20 headphones and 20 microphones • Additional seating for 40 – 50 observers (with 40 – 50 headphones)
3 small meeting rooms (briefing/coordination meetings, etc.)	30	<ul style="list-style-type: none"> • Meeting rooms for small impromptu meetings should be available with a table and 15–30 seats e.g. for briefing/coordination meetings, bilateral discussions.
Press briefing	40	<ul style="list-style-type: none"> • A room with a podium/top table with space for 10 chairs, plus seating for 30 people theatre style • 2 booths for interpreters and 1 for the technician (English and language of the host country) – if interpretation is needed for the press briefing • Microphones for 10 speakers + 10 headphones (this will depend on the number of speakers) • Roving microphones for questions.
OFFICES		
Executive Director		<ul style="list-style-type: none"> • Computer and colour printer with internet, Microsoft Office and Adobe Acrobat • Office desk and chair • Telephone (with access to international lines) • Table with 10-15 chairs for small meetings • Stationery (see Annex VI) • Lockable cupboard • Bottled water and glasses.

Chair of the Council		<ul style="list-style-type: none"> • A computer and colour printer with internet, Microsoft Office and Adobe Acrobat • Telephone (with access to international lines) • 4 office desks and chairs • Table with 6-8 chairs for meeting • Stationery (see Annex VI) • Lockable cupboard • Bottled water and glasses.
Secretariat staff		<ul style="list-style-type: none"> • 10 computers with internet, Microsoft Office and Adobe Acrobat • At least 2 laser jet colour printers and 1 medium sized printer/photocopier/scanner which can staple and sort • 10 office desks and 10 chairs • 2 telephones (with access to international lines) • 2 lockable cupboards • Stationery (see Annex VI) • Table suitable for sorting papers • Bottled water and glasses.
Documents distribution/ printing office		<ul style="list-style-type: none"> • This should be located in an area where the noise of the printing/photocopying will not disturb delegates or staff. • Computer and colour printer with internet, Microsoft Office and Adobe Acrobat • Office desk and chair • Lockable cupboard • Telephone (with access to international lines) • Stationery (see Annex VI) • Long table suitable for sorting papers • One fast, efficient heavy duty colour photocopier will be required to handle the extensive reproduction of documents, with sorting and stapling facilities. e.g. Xerox C70 • Roughly 30 reams of A4 size 80gr white paper (1 ream = 500 sheets) – A4 = 210 x 297 mm) • Bottled water and glasses.
Host country conference organizers – office		<ul style="list-style-type: none"> • To be determined by the host country.

Delegates' lobby		<ul style="list-style-type: none"> • Registration/Information Desk (to display badges, telephone messages) with at least two chairs • Computer with printer and Wi-Fi • Table/counter for the distribution of documents • Table for displaying leaflets, etc. • Phone chargers/adaptor plugs in case required by delegates • 5 – 6 display stands (for displaying notices) • Basic stationery • Notice board/flipchart – for displaying the schedule of meetings, indicator prices (to be easily visible at the Information desks/documents counters) • Cloakroom for delegates • Computers with Internet and email facilities should be available for use in an area by delegates who may wish to check their emails/ contact their offices during the course of the meetings • Facilities for recycling paper, etc.
Press area/office		<ul style="list-style-type: none"> • Room for journalists to work/keep belongings • Computers with Wi-Fi/internet access

ICO Staff Requirements

Members of the ICO staff will arrive a few days before the first meeting of the week in order to set up and check that everything is in place. Assistance will be required from the host country support staff at this time. Time will also need to be allocated in advance to brief the host country staff on the support needed throughout the week.

To facilitate communication, a local sim card and/or walkie talkies should be provided for each member of staff. WhatsApp can also be used.

The stationery requirements for the ICO Secretariat's Office is as follows:

- Light staplers – 3
- Heavy duty stapler – 3 for document reproduction
- Staple removers – 2
- Staples – 4 boxes
- Paperclips – 3 boxes
- Rubber bands – 1 box
- Pens – 20
- Pencils – 10
- Pencil sharpeners – 5
- Notepads – 10 (this in addition to notepads to be provided to all delegates)
- Hole punchers – 5
- Sticky tape – 2
- Waste paper baskets – 2
- Scissors – 5
- Post it notes – 10 (various sizes)
- Blue tac
- Envelopes – 20
- Labels for badges
- USB Memory sticks – 12
- Clear plastic A4 folders – 10
- Flipchart or whiteboard plus markers
- Large boxes to pack ICO shipment back to UK.

Benchmarks for hotel accommodation

- 3-5 star
- Minimum four hotels to choose from
- Free internet available in each room
- Hotel bookings to be made without the need for submitting credit card details or advance payment
- Hotel must be served by host country shuttle arrangement if safe and reliable public transport is not available.

Topics for discussion during ICO Secretariat planning mission

- Estimated number of participants/capacity of the intended venue
- Level of participation, i.e. heads of state or government, ministers, other high-level representation, ICO Members, international organizations and the private sector
- Welcoming/closing ceremony
- Conference and meeting rooms – number available, size and capacity of each; do they fit the requirements of the event; will modifications need to be made?
- How are meeting rooms to be set up? The usual practice is one seat at a table with two chairs behind for all delegations and most observers. Provision is also made for a top table/podium and seating for Chair, Executive Director, Head of Operations, etc. Room plans will be provided by the ICO Secretariat.
- What document printing/distribution/photocopying facilities are available?
- What is the Wi-Fi provision?
- Interpretation booths for all rooms requiring interpretation services. Is the correct number available? Do they meet AICC guidelines?
- What type of sound equipment is available or planned for each room?
- Are facilities for audio-visual presentations available?
- Are additional meeting rooms available in the event of group consultations?
- Meeting and meeting room announcements within the venue – announcement boards, monitors, etc.
- Registration/information area
- Press and media facilities
- Exhibition space?
- Facilities for delegates and other participants: e.g. business centre including internet access for use by participants
- Bank, travel agency
- Restaurants, snack bars, coffee bars – what are their opening hours?
- Hotel accommodation for participants and staff members
- Travel arrangements for ICO staff members and delegates
- Transportation to and from the meeting venue
- Equipment requirements for ICO Secretariat at the meeting
- Local staff requirements
- Financial obligations of the host country
- Visa obligations
- Shipment of conference material.

Further information

We hope you find this Guide helpful. If you have any questions or suggestions for improvement, please contact the:

Secretariat & Communications Officer

International Coffee Organization

222 Gray's Inn Road

London WC1X 8HB

Tel: + 44 (0)20 7612 0624

Email: friend@ico.org

