



- **CEO and Global Leaders Forum**
- **Consultative Forum on Coffee Sector Finance**
- **International Coffee Council**
- **Finance and Administration Committee**
- **Statistics Committee**
- **Projects Committee**
- **Promotion and Market Development Committee**
- **Workshop on the Role of Futures Markets**

**Convocation for the 125<sup>th</sup> Session of the  
International Coffee Council and associated  
meetings: 23 to 27 September 2019  
London, United Kingdom**

**Advance information for participants\***

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\*The present document contains information concerning the 125<sup>th</sup> 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 125<sup>th</sup> Session of the International Coffee Council and associated meetings will be held in London, United Kingdom from 23 to 27 September 2019.

## II. VENUE

2. The 125<sup>th</sup> Session of the International Coffee Council and associated meetings will be held at the headquarters of the International Maritime Organization (IMO), 4 Albert Embankment, London SE1 7SR.

## III. OPENING CEREMONY AND SEATING ARRANGEMENTS

3. The opening ceremony will be held on Monday 23 September 2019 at 10:00 in the Main Hall of the IMO. Delegates are kindly requested to be in their seats by the latest at 09:45.

4. 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.

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

6. Delegates are requested to note that no drink or food can be consumed in the Main Hall.

## IV. PROVISIONAL PROGRAMME

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

8. 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 8 August 2019**.

9. To reinforce and support the implementation of Resolution 465 on coffee price levels, the Council, at its 124<sup>th</sup> Session in March 2019, decided that the first **CEO and Global Leaders Forum (CGLF) of the coffee sector**, will be held as a special session of the Private Sector Consultative Board (PSCB). The CGLF will take place on 23 September 2019 in London,

bringing together coffee industry executives and high level representatives of governments, international organizations, academia and civil society. It is envisaged that the CGLF will result in a joint declaration including a roadmap with concrete actions to address the coffee price crisis and volatility, long-term sustainability and drive transformational change in the sector towards achieving the Sustainable Development Goals.

10. The **9<sup>th</sup> Consultative Forum on Coffee Sector Finance**: ‘Weathering the storm – effectively managing price risks in the coffee value chain’ will take place on 24 September where participants will explore in more depth how innovative and market-based approaches can improve farmers’ resilience against price volatility and price shocks and how risks can be shared more equally among all links in the value chain, including roasters, traders and input providers.

11. Both the CGLF and the Consultative Forum will be open to the public, and will also be available on web streaming. Further information will be circulated separately.

12. Members and observers will also have the opportunity to attend, upon registration, an Introductory Workshop on the ‘Role of Futures Markets’ on Wednesday 25 September from 17:00-18:00, led by the Intercontinental Exchange (ICE).

### **Side events**

13. Social and other networking opportunities are planned. More details to follow.

## **V. PARTICIPATION AND COSTS**

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

## **VI. CREDENTIALS**

15. 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.

16. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing 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.

17. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 30 August 2019**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat ([credentials@ico.org](mailto:credentials@ico.org)) and the original submitted as soon as possible thereafter. Delegations are advised that the timely submission of credentials will greatly facilitate the work of the ICO Secretariat.

18. Members are also reminded that, if they are unable to attend, paragraph (2) of Article 13 of the 2007 Agreement provides that any exporting Member may authorize in writing any other exporting Member, and any importing Member may authorize in writing any other importing Member, to represent its interests and to exercise its right to vote at any meeting or meetings of the Council.

19. A model authorization is enclosed in Annex III. Letters of authorization should be sent **no later than 30 August 2019**. Scanned copies may be sent by email to the Secretariat ([credentials@ico.org](mailto:credentials@ico.org)) and the original submitted as soon as possible thereafter.

## **VII. ADMISSION OF OBSERVERS**

20. 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](mailto:credentials@ico.org) **no later than 30 August 2019**.

21. 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 September Session (i.e by 8 August 2019)**, in accordance with Rule 5 of the Rules of the Organization.

## **VIII. REGISTRATION AND LIST OF PARTICIPANTS**

22. 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.

23. For the purposes of identification and security, all participants attending the meetings are required to present an identification document with photo to be able to collect their badge on arrival at the IMO Reception. This is an IMO requirement. The Registration Desk will open from 14:00-17:00 on Sunday 22 September and from 08:00-18:00 on Monday 23 September 2019 until the end of the Session.

### Registration of Heads of State, Heads of Government, Ministers and Ambassadors

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

### List of participants

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

26. 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

27. The official languages of the Organization are English, French, Portuguese and Spanish.

28. Simultaneous interpretation will be available.

29. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, **only one set of documents on agenda items that require a decision will be printed for each delegation**. Delegates are therefore strongly encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents.

30. The IMO has free Wi-Fi facilities and there will be adequate electrical outlets 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](http://www.ico.org/documents_e.asp) or at an ICO Council dedicated website. The password for restricted documents will be provided to Members only.

31. An updated programme will be issued daily.

## **X. SPEAKERS**

32. 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**

33. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Secretariat & Communications Officer, Mrs Sarah Friend, via email [friend@ico.org](mailto:friend@ico.org).

## **XII. INFORMATION AND THE MEDIA**

34. 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](mailto:press@ico.org)

35. A press briefing will take place on Friday, 27 September 2019.

36. Highlights of the Session will be posted on social media during the week.

## **XIII. VISAS, ACCOMMODATION AND TRAVEL**

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

37. Delegates from certain countries will need a visa to enter the United Kingdom. The United Kingdom 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 **as soon as possible** ([friend@ico.org](mailto:friend@ico.org)), giving details of their full name, passport number, date of issue and expiry date. The letter of invitation will be sent electronically to delegates to forward to the British Embassy or Consulate in their country. Delegates are advised to apply well in advance of the meetings to avoid delays in issuing visas.

### **Accommodation**

38. Delegates are responsible for making their own arrangements for accommodation. Details of nearby hotels, along with indicative corporate rates, are attached in Annex V. To take advantage of these corporate rates, delegates are advised to make reference to the fact they are attending a meeting at the IMO.

39. The list of hotels is not exhaustive, as alternative hotels and other accommodation options in London are available to suit a range of budgets.

#### **XIV. LIABILITY DISCLAIMER**

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

41. Delegates are advised not to leave briefcases and other personal items unattended. Suspicious objects should be reported to the IMO Reception.

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

- Loss or damage to valuables or personal belongings lost/left in the meeting venue, hotel and social event venues.
- Death or personal injury suffered at the meeting.

43. In the unlikely occurrence that the 125<sup>th</sup> 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.



**125<sup>th</sup> Session of the International Coffee Council and associated meetings  
Provisional programme as of 12 June 2019**

**Sunday, 22 September**

		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
<b>14:00-17:00</b>	Registration opens	IMO reception	ICO Members and observers	ID with photo required

**Monday, 23 September**

		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
<b>08:00 onwards</b>	Registration	IMO reception	ICO Members and observers	ID with photo required
<b>08:30-09:30</b>	Briefing meeting with Chairs	Room 5 (1 <sup>st</sup> Floor)	Office holders and invited Members	
<b>09:00-10:00</b>	<i>Welcome coffee and networking</i>		<i>ICO Members and observers</i>	
<b>10:00-11:00</b>	Opening Ceremony	Main Hall (Ground Floor)	ICO Members and observers	
<b>11:00-12:30</b>	CEO and Global Leaders Forum Panel 1	Main Hall	ICO Members, observers and registered participants	
<b>12:30-14:00</b>	<i>Lunch</i>	Restaurant (4 <sup>th</sup> floor)		
<b>14:00-15:30</b>	CEO and Global Leaders Forum Panel 2	Main Hall	ICO Members, observers and registered participants	
<b>15:30-16:00</b>	<i>Coffee break</i>			
<b>16:00-18:00</b>	CEO and Global Leaders Forum Panel 3 and Conclusions	Main Hall	ICO Members, observers and registered participants	
<b>18:00</b>	<i>Welcome Reception</i>			<i>Hosted by the Ambassador of Switzerland</i>

**Tuesday, 24 September**

<b>09:30-11:00</b>	Consultative Forum for Coffee Sector Finance Panel 1	Main Hall	ICO Members, observers/registered participants
<b>11:00-11:30</b>	<i>Coffee break</i>		
<b>11:30-13:30</b>	Consultative Forum for Coffee Sector Finance Panel 2 and Conclusions	Main Hall	ICO Members, observers and registered participants
<b>13:30-15:00:</b>	<i>Lunch</i>	Restaurant (4 <sup>th</sup> floor)	
<b>15:00-15:15</b>	Council (agenda, observers, votes, credentials, etc.)	Main Hall	ICO Members and observers
<b>15:15-18:00</b>	Finance and Administration Committee	Main Hall	ICO Members only

<b>Wednesday, 25 September</b>				
		<b>Room</b>	<b>Open to</b>	<b>Notes</b>
<b>09:30-11:00</b>	Coordination meeting of exporting countries	Main Hall	Restricted	
<b>09:30-11:00</b>	Coordination meeting of importing countries	Room 9	Restricted	No interpretation
<b>11:00-12:30</b>	Statistics Committee	Room 9	ICO Members and observers	
<b>12:30-14:00</b>	<i>Lunch</i>	Restaurant (4 <sup>th</sup> floor)		
<b>14:00-15:30</b>	Projects Committee	Room 9	ICO Members and observers	
<b>15:30-17:00</b>	Promotion and Market Development Committee	Room 9	ICO Members and observers	
<b>17:00-18:00:</b>	Workshop on the Role of Futures Markets	Room 9	ICO Members and observers	
<b>Thursday, 26 September</b>				
<b>09:30-11:00</b>	Council	Room 9	ICO Members and observers	
<b>11:00-11:30</b>	<i>Coffee break</i>			
<b>11:30-13:00</b>	Council	Room 9	ICO Members and observers	
<b>13:00-14:30</b>	<i>Lunch</i>	Restaurant (4 <sup>th</sup> floor)		
<b>14:30-16:30</b>	Council	Room 9	ICO Members and observers	
<b>Friday, 27 September</b>				
<b>09:30-11:00</b>	Council	Room 9	ICO Members and observers	
<b>11:00- 11:30</b>	<i>Coffee break</i>			
<b>11:30-13:00</b>	Council	Room 9	ICO Members and observers	
<b>13:00-14:30</b>	<i>Lunch</i>	Restaurant (4 <sup>th</sup> floor)		
<b>13:30-14:30</b>	Press briefing		Press and invited Members	
<b>14:30-17:00</b>	Council	Room 9	ICO Members and observers	

**MODEL CREDENTIAL LETTER**

Please send your credential letter on headed paper as an attachment to  
[credentials@ico.org](mailto:credentials@ico.org) by 30 August 2019

The original can be submitted as soon as possible thereafter

[Date]

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

Dear Mr Sette,

**125<sup>th</sup> Session of the International Coffee Council and associated meetings**  
(London, 23 to 27 September 2019)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 125<sup>th</sup> Session of the International Coffee Council and associated meetings taking place in London from 23 to 27 September 2019:

[Name] Representative (one person only please)

[Title]

[Organization]

[Name] Alternate(s)

[Title]

[Organization]

[Name] Adviser(s)

[Title]

[Organization]

Yours sincerely,

[Signature]\*

[Name]

[Title]

*\* To be signed by a representative of the competent authorities of the Member country (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place).*

**MODEL EXAMPLE OF AUTHORIZATION TO REPRESENT A MEMBER'S INTERESTS  
AND EXERCISE ITS VOTING RIGHTS**

**Please send your authorization as an attachment to  
[credentials@ico.org](mailto:credentials@ico.org) by 30 August 2019**

[Date]

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

Dear Mr Sette,

**125<sup>th</sup> Session of the International Coffee Council and associated meetings**  
(London, 23 to 27 September 2019)

I regret to inform you that my Government will not be represented at the 125<sup>th</sup> Session but has authorized [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 125<sup>th</sup> Session of the International Coffee Council from 23 to 27 September 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**  
**125<sup>th</sup> Session of the International Coffee Council and associated meetings**  
**23 to 27 September 2019, London**

Please return this form to [credentials@ico.org](mailto:credentials@ico.org) by 30 August 2019

<b>Category of observer</b> (please tick as appropriate)	
<ul style="list-style-type: none"> <li>• Non-member country <input type="checkbox"/></li> <li>• International Organization <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>PSCB association <input type="checkbox"/></li> <li>Other (please specify) <input type="checkbox"/></li> <li>-----</li> </ul>

<b>Attendance: I will attend the following meetings/events to be held in London, in September 2019</b> (please tick as appropriate):	
125 <sup>th</sup> Session of the International Coffee Council	
CEO and Global Leaders Forum	
9 <sup>th</sup> Consultative Forum on Coffee Sector Finance on ‘Weathering the storm – effectively managing price risks in the coffee value chain’	
Workshop on the Roles of Futures Markets	
Statistics Committee	
Projects Committee	
Promotion and Market Development Committee	

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

Surname: .....

Name to be entered on registration badge: .....

Title or official position: .....

Organization / Company: .....

Address: .....

Country: ..... Telephone: .....

Email: .....

**IMO CORPORATE RATES FOR LONDON HOTELS**  
**June 2018**

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

<p><b>At the time of booking, please quote: 'company ID SC227093192'</b></p> <p>Tel: +44 (0) 20 7793 0202</p> <p>Reservations: <a href="http://www.accorhotels.com">www.accorhotels.com</a></p> <p>Bespoke webpage: <a href="http://www.accorhotels.com/business-imo-gb">www.accorhotels.com/business-imo-gb</a></p> <p>Email: <a href="mailto:H1785@accor.com">H1785@accor.com</a></p>			
<b>NOVOTEL London Waterloo 4*</b> 113 Lambeth Road London SE1 7LS	Superior Room – 1 bed	£156.00 (Inc. VAT)	Free Wi-Fi Breakfast included Free access to fitness facilities, sauna and steam rooms
	Superior Room – 2 beds	£166.00 (Inc. VAT)	
<p>Reservations: +44 (0) 20 7769 2415</p> <p>Landing page for bookings: <a href="http://www.parkplaza.com/imo">www.parkplaza.com/imo</a></p> <p>Email: <a href="mailto:pppires@pphe.com">pppires@pphe.com</a></p>			
<b>Park Plaza Riverbank London 4*</b> 18 Albert Embankment London SE1 7TJ	Superior Single/Double: May to December 2018	£159.00/£172.00 (+VAT)	Free Wi-Fi Breakfast included
	Executive Single/Double: May to December 2018	£184.00/£197.00 (+VAT)	
<p>Reservations: +44 (0) 20 7769 2525</p> <p>Landing page for bookings: <a href="http://www.parkplaza.com/imo">www.parkplaza.com/imo</a></p> <p>Email: <a href="mailto:guestrelations@plazaontheriver.co.uk">guestrelations@plazaontheriver.co.uk</a></p>			
<b>Plaza on the River – Club &amp; Residence 5*</b> 18 Albert Embankment London SE1 7TJ	Studio Single/Double	£190.00/£203.00	
	Deluxe Single/Double	£200.00/£213.00	
	Deluxe River View Single/Double	£215.00/£228.00	
	1 Bed Suite – Restricted View Single/Double	£255.00/£268.00	
	1 Bed Suite – River View Single/Double	£325.00/£338.00	
<p>Reservations: +44 (0) 20 7798 6888</p> <p><a href="http://www.dolphinsquare.co.uk/house">www.dolphinsquare.co.uk/house</a></p> <p>Email: <a href="mailto:dh@dolphinsquare.co.uk">dh@dolphinsquare.co.uk</a></p>			
<b>Dolphin House</b> Dolphin Square London SW1V 3LX <b>Dolphin house is situated within a 20 to 25-minute distance from the IMO using public transport</b>	1 Bedroom Apartment	£158.00	Free Wi-Fi/Use of Sports & Fitness Club/Access to laundry rooms £168.00 B&B

**ICO CORPORATE RATES FOR LONDON HOTELS**  
**June 2019**

<p align="center"><b>Central Reservations for Grange hotels:</b>  <b>At the time of booking, please quote: 'International Coffee Organization "Ref C00004F7"'</b>  <b>Tel.: +44 (0) 20 7630 2000</b>  <b>Fax: +44 (0) 20 7835 1888</b>  <b>Email: <a href="mailto:reservations@grangehotels.com">reservations@grangehotels.com</a></b>  <b>Rates valid until March 2020</b>  <b>Grange hotels are situated within a 30 to 40-minute distance from the IMO using public transport</b></p>			
<b>Grange Fitzrovia Hotel 4*</b> 20 – 28 Bolsover Street London W1P 5NB Tel.: +44 (0) 20 7467 7000	Superior (Single or double occupancy)	£142.00 (+VAT)	Continental breakfast included.
	Executive (Single or double occupancy)	£169.00 (+VAT)	
<b>Grange Langham Court Hotel 4*</b> 31 – 35 Langham Street London W1W 6BU Tel.: +44 (0) 20 7436 6622	Superior (Single or double occupancy)	£142.00 (+VAT)	Continental breakfast included.
	Executive (Single or double occupancy)	£169.00 (+VAT)	
<b>Grange Blooms Hotel 4*</b> 7 Montague Street London WC1B 5BP Tel: +44 (0) 20 7323 1717	Superior (Single or double occupancy)	£139.00 (+VAT)	Continental breakfast included.
	Executive (Single or double occupancy)	£169.00 (+VAT)	
<b>Grange Buckingham Hotel 4*</b> 39-40 Bedford Place London WC1B 5JT Tel: +44 (0) 20 7636 2474	Single Studio	£139.00 (+VAT)	Continental breakfast included.
	Superior Studio	£139.00 (+VAT)	
	Deluxe Studio	£169.00 (+VAT)	
<b>Grange Portland Hotel 4*</b> 31-32 Bedford Place London WC1B 5JH Tel: +44 (0) 20 7580 7088	Single Studio	£139.00 (+VAT)	Continental breakfast included.
	Double Studio	£139.00 (+VAT)	
	Deluxe Double Studio	£169.00 (+VAT)	
<b>Grange Clarendon Hotel 4*</b> 34-37 Bedford Place London WC1B 5JR Tel: +44 (0) 20 7307 1575	Superior, Standard Single Room	£139.00 (+VAT)	Continental breakfast included.
	Executive Room	£169.00 (+VAT)	
<b>Grange Beauchamp Hotel 4*</b> 24-27 Bedford Pl, Bloomsbury London WC1B 5JH Tel: +44 (0) 20 7016 2540	Superior (Single or double occupancy)	£150.00 (+VAT)	Continental breakfast included.
	Executive (Single or double occupancy)	£180.00 (+VAT)	
<b>Grange White Hall Hotel 4*</b> 2-5 Montague St, Bloomsbury London WC1B 5BU Tel: +44 (0) 20 7580 2224	Superior (Single or double occupancy)	£139.00 (+VAT)	Continental breakfast included.
	Executive (Single or double occupancy)	£169.00 (+VAT)	