



5 March 2018
Original: English

**Convocation for the 121st Session
of the International Coffee Council
and associated meetings:
9-13 April 2018, Mexico City**

Advance information for participants*

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*The present document contains information concerning the 121st 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 third party 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 Government of Mexico is kindly hosting the 121st Session of the International Coffee Council and associated meetings in Mexico City, Mexico, from 9 to 13 April 2018.

II. VENUE

2. The 121st Session of the International Coffee Council and associated meetings will be held at the [Hilton Mexico City Reforma](#), Av. Juárez 70, Colonia Centro, 06010 Mexico City.

III. OPENING CEREMONY AND SEATING ARRANGEMENTS

3. The opening ceremony will be held on Monday 9 April 2018 at 09:30 in the conference room. Delegates are kindly requested to be in their seats by 09:15 at the latest.

4. Delegations will be seated in alphabetical order (English). Each Government delegation will be assigned a table 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.

IV. PROVISIONAL PROGRAMME

6. 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 16 March 2018**.

7. A provisional programme is set out in Annex I, where Members and observers will be able to take part in Dissemination Workshops on Coffee Leaf Rust and on Coffee and Health. The final programme for the workshops and final agendas will follow shortly.

Side events

8. Members and invited observers are warmly invited to the following events:
- A Welcome Cocktail on the evening of Sunday 8 April at the Hilton Mexico City Reforma.
 - A Welcome Dinner on Monday 9 April 2018 at the [Ex Convento de San Hipólito](#).

- A Coffee cupping session on Tuesday 10 April 2018 from 18:30-19:30 (24-32 people).
- A Coffee cupping session on Wednesday 11 April 2018 from 18:30-19:30 (24-32 people).
- A Farewell Dinner on Thursday 12 April 2018 at a venue still to be confirmed.
- A city tour on Friday 13 April from 16:00-18:00.
- A visit to a coffee plantation in Puebla on Saturday 14 April from 09:30.

9. Delegates and invited observers can register for these events on a dedicated online platform available in [English \(https://www.gob.mx/sagarpa/acciones-y-programas/121st-session-of-the-international-coffee-council\)](https://www.gob.mx/sagarpa/acciones-y-programas/121st-session-of-the-international-coffee-council) and [Spanish \(https://www.gob.mx/sagarpa/es/acciones-y-programas/121-sesion-del-consejo-internacional-del-cafe-146686\)](https://www.gob.mx/sagarpa/es/acciones-y-programas/121-sesion-del-consejo-internacional-del-cafe-146686).

V. PARTICIPATION AND COSTS

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

VI. CREDENTIALS

11. In accordance with Rule 3 of the Rules of the ICO, **the credentials of Member delegations shall be issued in writing to the Executive Director**. Each Member shall appoint one representative and one or more alternates. A Member may also designate one or more advisers to its delegation.

12. The credentials of the representatives, alternates and advisers of a Member group should be communicated to the Executive Director in writing by and on the headed paper of the competent authorities designated by the Member (i.e. the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials.

13. Members are requested to ensure that their complete list of credentials reaches the Organization **by no later than 16 March**. A model letter is enclosed in Annex II. Scanned copies of credentials may be sent by email to the Secretariat (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 and host country.

14. 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". A model authorization is enclosed in Annex III. Letters of authorization should be sent **no later than 16 March 2018**. Scanned copies may be sent by email to the Secretariat (credentials@ico.org) and the original submitted as soon as possible thereafter.

VII. ADMISSION OF OBSERVERS

15. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-120-3](#) 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 **no later than 16 March 2018**.

16. Observer countries and organizations not included on the list in Annex II of document [ICC-120-3](#) 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 April Session**, in accordance with Rule 5 of the Rules of the Organization.

VIII. REGISTRATION AND LIST OF PARTICIPANTS

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

18. Registration will be effected only for those delegates whose names have been communicated to the Secretariat. Along with submitting credentials directly to the ICO, delegates will need to register for the event, including travel and hotel arrangements using a dedicated platform available in [English](#) and [Spanish](#).

19. For the purposes of identification and security, all participants attending the meetings are required to collect their badge on arrival at the ICO Registration Desk in the Hilton Mexico City Reforma hotel. The Registration Desk will open from 16:00 – 19:00 on Sunday 8 April and from 08:00-18:00 on Monday 9 April 2018 through Friday 13 April 2018.

Registration of Heads of State, Ministers and Ambassadors

20. It is strongly recommended that delegations submit the names of attending Heads of State, Ministers or Ambassadors to the Secretariat in advance, in order to expedite preparation of VIP access and minimize inconvenience.

List of participants

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

22. 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

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

24. Simultaneous interpretation will be available during Council Sessions and associated meetings with a portable receiving set and headphones. Participants are requested not to remove this equipment from the meeting rooms so that it may be checked and recharged as necessary.

25. To reduce expenditure and minimize environmental impact through the digitization of meeting materials, documents will be distributed electronically, **with only one set of documents printed per delegation**. Delegates are therefore strongly encouraged to bring their electronic devices to the meetings they are involved in, rather than using hard copies of documents.

26. The Hilton Mexico City Reforma hotel has Internet 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. The password for restricted documents will be provided to Members only.

27. An updated programme will be issued daily in English and Spanish.

X. SPEAKERS

28. 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

29. 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 via email eldred@ico.org.

XII. EXHIBITION

30. An exhibition will be held to showcase local projects and initiatives.

XIII. INFORMATION AND THE MEDIA

31. Representatives of the media – print media, photo, radio, television and film, news agencies and online media – will have the opportunity to apply for accreditation by contacting press@ico.org

32. A press briefing will take place at the close of the Council Session on Friday, 13 April 2018.

33. Highlights of the 121st Session will be posted on social media during the week.

XIV. VISAS, ACCOMMODATION AND TRAVEL

Travelling to Mexico

34. Delegates from the following countries do not need a visa to enter Mexico:
<http://www.inm.gob.mx/gobmx/word/index.php/paises-no-requieren-visa-para-mexico>

35. Delegates from the following countries do need a visa to enter Mexico:
<http://www.inm.gob.mx/gobmx/word/index.php/paises-requieren-visa-para-mexico>

36. All visa applications are processed by the respective Mexican consulate in the delegates' home country, or closest neighbouring country.

37. For general queries regarding visa applications, delegates are invited to contact the Mexican authorities at: oicmex2018@gmail.com

38. A letter to support visa applications can also be provided on request, by contacting the ICO Secretariat at: eldred@ico.org

Travelling to and from Mexico via the United States

39. For delegates travelling via the United States to and from Mexico, the [Electronic System for Travel Authorization](#) (ESTA) will be required in order to apply for pre-approval prior to checking in. Although most requests are approved within minutes, it is recommended that applications for ESTAs are submitted at least 72 hours in advance of travel; the approval is valid for two years. Further information is available through the United States Embassies in individual countries.

Leaving Mexico

40. When flying back from Mexico, payment of a departure tax may be required. The cost can vary and some airports or border crossings only accept payment in cash. Most airlines include the cost within the ticket price. Delegates are advised to check with their airline.

Accommodation

41. Delegates are responsible for making their own arrangements for accommodation. Details of the meeting venue and nearby hotels, along with **indicative rates per night** (in Mexican pesos) are as follows:

	HOTELS	ADDRESS	STANDARD	DOUBLE	RESERVATION CODE
1*	Hilton Mexico City Reforma	Av. Juárez 70, Colonia Centro, Centro, 06010 Mexico City	*	*	
2	Fiesta Inn	Av. Juárez 76 Col. Centro 06010 Mexico City	\$1,371.84	\$2,062.24	G1A0M4 @ALA
3	One Ciudad de Mexico Alameda	Av. Juárez No. 88, Centro 06600 Mexico City Mexico	\$1,166.63	\$1,166.63	Grupo SAGARPA ICO
4	City Express Ciudad	República de Uruguay, 45 Centro Histórico, Mexico City	\$1,131 + Tax	\$1,251 + Tax	ZOCALO CAFE

* Only suites available

42. The list of hotels above is not exhaustive, as alternative hotels in Mexico City to suit a range of budgets are also available. Please note that transport to and from the airport will not be provided for delegates staying at hotels alternative to those listed above.

Travel to and from the airport

43. Mexico City International Airport (officially Aeropuerto Internacional Benito Juárez) is an international airport that serves Mexico City. There are direct international flights with a number of operators.

44. This airport is also the closest terminal to the meeting venue (10 km). A typical taxi ride from the airport to the Hilton Mexico City Reforma should take around 20 minutes.

45. It is important for all delegates to provide details of travel plans and accommodation arrangements using the dedicated platform available in [English](#) and [Spanish](#). Transport to and from the airport will only be provided to delegates staying at the hotels listed above.

Vaccinations

46. There are no compulsory vaccinations to enter Mexico, however delegates can obtain more information on vaccinations on the World Health Organization's website www.who.int or alternatively by consulting their local Consulate of Mexico.

XV. LIABILITY DISCLAIMER

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

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

49. 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, social and cultural events venues or buses.
- Death or personal injury suffered at the meeting.

50. In the unlikely occurrence that the 121st 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.

XVI. MEETING PREMISES AND SERVICES

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

- Business centre.
- Parking facilities.
- Catering services: Lunch will be provided to all delegates and invited observers through the week of 9 to 13 April.
- Banking services: International ATM machines are available in the hotel
- Newspaper kiosk.
- Gift shop.

52. Unfortunately due to severe space limitations, it will not be possible for delegations to use office space. However, the reception area of the hotel provides room for delegates to meet informally.

XVII. INFORMATION ABOUT MEXICO

Geography	Mexico is located at about 23° N and 102° W in the southern portion of North America, and to the north borders the United States, to the west and south by the Pacific Ocean, to the east by the Gulf of Mexico, and to the southeast by Belize, Guatemala, and the Caribbean Sea. Mexico is the world's 13 th largest country.
Population	Mexico: 127.5 million Mexico City: 8.9 million Puebla: 1.434 million
Area of Mexico	1.94 million km ²
Area of Mexico City	1,495 km ²
Area of Puebla	534.3 km ²
Language	Spanish
Local time	GMT -6 hours
Electricity	110V 60 Hz
International direct dialling code	+52 (Mexico)
Currency	Mexican Peso The currency is the Mexican peso (MXN), which is divided into 100 centavos 1 US\$ = 18.90 MXN (as at 5 March 2018) A universal currency converter can be found at: www.xe.com/ucc
Climate	The average temperature in Mexico City in April is 19° C
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance
Health requirements for entry into Mexico	Check at www.who.int and the local Consulate of Mexico
Taxes and tipping	VAT is 16%. Visitors commonly give a tip of 10%
Business hours	Branches of the main Mexican banks are generally open from 08:30 to 16:00, Monday to Friday. Branches of the major banks in the larger towns and cities may also offer Saturday opening hours. Shop opening hours are generally from 09:00/10:00-20:00/21:00. Larger department stores remain open until late into the evening. Smaller stores often close between 14:00 and 16:00 then reopen until 20:00.

**121st International Coffee Council and associated meetings
9 to 13 April 2018, Hilton Mexico City Reforma Hotel, Mexico City
Provisional programme: as of 2 March 2018**

Sunday, 8 April		Room	Open to	Notes
16:00 – 19:00	Registration opens	Outside Diego 1 (First Floor)	ICO Members and observers	
19:30	Welcome cocktail	La Terraza	ICO Members and observers	Dress code: smart casual Register here
Monday, 9 April		Room	Open to	Notes
08:30 onwards	Registration	Outside Diego 1	ICO Members and observers	Accreditation/registration of ICO delegates throughout the day
08:30 – 09:30	Briefing meeting	Socorro	Restricted	Chairs and invited Members
09:30 – 10:45	Opening Ceremony	Diego 1 and 2	ICO Members and observers	Welcome address from official from the Government of Mexico
10:45 – 11:15	Coffee break	Outside Diego 1		
11:15 – 12:45	<i>Coordination meetings</i>	P – Genaro C – Socorro	<i>Producing and Consuming countries</i>	
12:45 – 13:00	Council	Diego 1	ICO Members and observers	1. Draft Agenda 2. Admission of Observers 3. Appointment of office holders
13:00 – 14:30	Lunch	Alberto 4		
14:30 – 16:00	Dissemination Workshop on Coffee Leaf Rust	Diego 1	ICO Members and observers	
16:00 – 16:30	Coffee break	Outside Diego 1		
16:30 – 18:00	Dissemination Workshop on Coffee Leaf Rust	Diego 1	ICO Members and observers	
19:00	Welcome dinner	Ex Convento de San Hipólito	ICO Members and observers	Walking distance (8 mins) from the Hilton Reforma Dress code: formal Register here
Tuesday, 10 April		Room	Open to	Notes
08:30 – 09:30	<i>IACO Board meeting</i>	<i>Socorro</i>	<i>IACO Board Members</i>	<i>Tentative</i>
09:30 – 11:00	Projects Committee	Diego 1 and 2	ICO Members and observers	
11:00 – 11:30	Coffee break	Outside Diego 1		
11:30 – 13:30	Finance and Admin. Committee	Diego 1	ICO Members only	
13:30 – 15:00	Lunch	Alberto 4		
15:00 – 16:30	Dissemination Workshop on Coffee and Health	Diego 1	ICO Members and observers	
16:30 – 17:00	Coffee break	Outside Diego 1		
17:00 – 18:00	Dissemination Workshop on Coffee and Health	Diego 1	ICO Members and observers	
18:30 – 19:30	Coffee cupping	Socorro	Registered participants	Register here
Wednesday, 11 April		Room	Open to	Notes
09:30 – 11:30	Statistics Committee	Diego 1	ICO Members and observers	
11:30 – 12:00	Coffee break	Outside Diego 1		
12:00 – 13:30	Promotion & Market Development Committee	Diego 1	ICO Members and observers	

13:30 – 15:00	Lunch	Diego 2		
15:00 – 16:30	Private Sector Consultative Board	Diego 1	ICO and PSCB Members	
16:30 – 17:00	Coffee break	Outside Diego 1		
17:00 – 18:00	Core Group for the Consultative Forum on Coffee Sector Finance	Diego 1	ICO Members and observers	
18:30 – 19:30	Coffee cupping	Socorro	Registered participants	Register here
Thursday, 12 April		Room	Open to	Notes
09:30 – 11:00	Council	Diego 1	ICO Members and observers	4.1 Votes for coffee year 2017/18 5. Membership of ICA 2007 6. Annual Review 2016/17 7. Programme of Activities 2017/18
11:00 - 11:30	Coffee break	Outside Diego 1		
11:30—13:30	Council	Diego 1	ICO Members and observers	8. Coffee market report 9. Coffee and prices
13:30 – 15:00	Lunch	“Los Dones” (first floor)		
15:00 – 17:00	Council	Diego 1	ICO Members and observers	10. Studies and reports 11. Country coffee profiles 12. National coffee policies
19:30	Farewell Dinner	Venue tbc	ICO Members and observers	Dress code: smart casual Register here
Friday, 13 April		Room	Open to	Notes
09:30 – 11:00	Council	Diego 1	ICO Members and observers	4.2 Credentials 13. World Coffee Conference 14. International Coffee Day 15. Cooperation with other agencies
11:00 – 11:30	Coffee break	Outside Diego 1		
11:30 – 13:00	Council	Diego 1	ICO Members and observers	16. Reports from Chairs of the ICO bodies 17. Finance and administrative matters* 18. Special Fund* 19. Other business 20. Future meetings Close.
13:00 – 13:30	<i>Press briefing</i>		<i>Press</i>	
13:30 – 15:00	Lunch	Alberto 4		
16:00 – 18:00	City tour		Registered participants	Register here
Saturday, 14 April			Open to	Notes
09:30	Visit to coffee plantation	Puebla	Registered participants	Register here

1. There will be one team of interpreters from 9 to 13 April 2018 – available from 09:30 – 18:00 only.
2. In accordance with Article 11 of the 2007 Agreement and Rule 5 of the Rules of the Organization, the Council shall decide at each session on the admission of observers and designate the items on the Agenda of the Council open to accepted observers.
3. * Denotes Agenda Items which are restricted to ICO Members.

MODEL CREDENTIAL LETTER

Please send your credential letter on headed paper as an attachment to credentials@ico.org by 16 March 2018.

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,

121st Session of the International Coffee Council and associated meetings
(Mexico City, 9 to 13 April 2018)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 121st Session of the International Coffee Council and associated meetings taking place in Mexico City from 9 to 13 April 2018:

[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 by 16 March 2018.**

[Date]

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

Dear Mr Sette,

121st Session of the International Coffee Council and associated meetings
(Mexico City, 9 to 13 April 2018)

I have the honour to inform you that my Government will not be represented at the 121st Session but has authorised [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 121st Session of the International Coffee Council from 9 to 13 April 2018.

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
121st Session of the International Coffee Council and associated meetings
9 to 13 April 2018, Mexico City

Please return this form to credentials@ico.org by 16 March 2018

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

Attendance: I will attend the following meetings to be held in Mexico City in April 2018 (please tick as appropriate):	
<ul style="list-style-type: none"> • Dissemination Workshop on Coffee Leaf Rust 	
<ul style="list-style-type: none"> • Projects Committee 	
<ul style="list-style-type: none"> • Dissemination Workshop on Coffee and Health 	
<ul style="list-style-type: none"> • Statistics Committee 	
<ul style="list-style-type: none"> • Promotion and Market Development Committee 	
<ul style="list-style-type: none"> • Private Sector Consultative Board – <i>this meeting is only open to PSCB members and ICO Members</i> 	
<ul style="list-style-type: none"> • Core Group for the Consultative Forum on Coffee Sector Finance 	
<ul style="list-style-type: none"> • 121st Session of the International Coffee Council 	

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

Surname:

Name to be entered on registration badge:

Title or official position:

Organization / Company:

Address:

Country: Telephone:

Email: