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INTERNATIONAL
COFFEE
ORGANIZATION

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International Coffee Council
London, United Kingdom

Guide to meetings

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Meeting venue: Meetings take place at the headquarters of the ICO at 22 Berners Street, London W1T 3DD. The International Coffee Council and other ICO bodies meet in the Council Chamber on the ground floor. Annex I shows the location of the ICO, contact details and the nearest tube stations.

Travel and accommodation: Participants are responsible for making their own arrangements for travel and for reserving hotel accommodation. A list of hotels with corporate rates for ICO delegates is attached as Annex II.

Visas: The following information is provided as guidance. As the requirements change periodically, delegates should always check with their local British Embassy or Consulate. The UK visas website (www.ukvisas.gov.uk) contains an online enquiry form which can be used to determine whether you need to apply for a visa before travelling to the UK.

Passports are required but not by the following ICO Member countries: Holders of National Identity Cards issued to nationals of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland. **Passports must have 6 months validity remaining on arrival.**

ICO Member countries for which visas are required include: Angola, Benin, Burundi, Cameroon, Central African Republic, Colombia, Congo Dem. Rep., Congo Rep., Côte d'Ivoire, Cuba, Dominican Republic, Ecuador, Equatorial Guinea, Ethiopia, Gabon, Ghana, Guinea, Haiti, India, Indonesia, Jamaica, Kenya, Madagascar, Malawi, Nigeria, Philippines, Rwanda, Tanzania, Thailand, Togo, Uganda, Vietnam, Zambia and Zimbabwe.

Delegates from non ICO member countries should consult the UK visas website for information about requirements.

Credentials (Members): The Rules of the Organization (document ICC-102-7) require Members to inform the Executive Director of the composition of their delegations. Credentials should be issued in writing by the competent authorities designated by the Member. Credentials are examined by the Chairman, with the assistance of the Secretariat, who reports to the Council. A list of delegations is circulated during the meeting based on credentials received from Members and responses from observers. Delegations may be composed of one representative, and one or more alternates. A Member may also designate one or more advisers to its representative or alternates.

Notification of attendance (observers): Organizations, including private sector coffee associations and bodies, may request observer status at a session of the Council by submitting a request in writing to the Executive Director at least 45 days before the session. At least 30 days prior to the Council session the Executive Director will circulate the names of organizations requesting observer status for comments. Any comments on such requests will be distributed to Members. At the start of each session, the Council shall decide on acceptance of observers and designate the items on the Agenda of the Council open to accepted observers. Invited observers wishing to attend Council sessions are requested to inform the Executive Director either in writing or by returning the attendance form attached to the Convocation to the

Executive Director by the stipulated deadline (by fax to +44 (0) 20 7612 0630 or by email to info@ico.org). Observers have no voice in the proceedings of the Council, its committees and subsidiary bodies, except by invitation of the respective Chairmen.

Registration and badges: Participants are requested to register at the Information Desk on arrival. Identification badges will be issued at the time of registration on receipt of credentials from Members or written communications from observers in the case of the Council, or attendance forms in the case of other meetings such as workshops organized during the year.

Only delegates wearing yellow badges and speakers who are making a presentation **can be admitted to formal meetings**. For the purposes of identification and security, badges should be worn at **all times**. Badges are colour-coded as follows:

Yellow:	Official delegates (ICO Members)	White:	Members of staff
Blue:	PSCB and observers	Green:	Press
Pink:	Visitors and presenters	Red:	Restricted meeting

Interpretation: Interpretation is available for Council sessions in English (channel 1), French (channel 2), Portuguese (channel 4) and Spanish (channel 3). Meetings of the Private Sector Consultative Board are in English only. Interpretation can normally only be made available for unscheduled group meetings if there are no other meetings for which interpretation is required and if the meeting is held within the interpreters' working hours (see Annex III).

ICO documents: As noted at the Council Session in March 2012, and with the aim to reduce costs within the Organization as efficiently as possible, the ICO is moving towards a paperless system for meetings. Members are encouraged to bring their tablets or notebooks to the meetings they are involved in, rather than using hard copies of documents. **Document sets will only be available to Members and observers who request them at least 30 days before the meetings at icodocuments@ico.org.** Documents can be downloaded from the ICO website at: http://dev.ico.org/documents_e.asp. Restricted documents are circulated by email and available on request from the Secretariat. The latest documents issued during the meetings are made available at the Information Desk on the ground floor.

ICO documents have a series of letters that relate to the meetings at which they are considered:

WP-Council	Working Paper for the Council
ICC	Council
DN	Depositary Notifications
CF	Consultative Forum on Coffee Sector Finance
CG	Core Group on the Consultative Forum
PM	Promotion and Market Development Committee
PJ	Projects Committee
PSCB	Private Sector Consultative Board
FA	Finance and Administration Committee
SC	Statistics Committee
WD	Working Draft

Presentations and documents from delegates: Guidelines for presenters are attached as Annex IV, together with guidelines prepared by the AIIC. Delegates wishing to make a presentation using computers should advise the Secretariat in advance and send a copy of their presentation before the meeting to info@ico.org.

Advance copies: Delegates are asked to advise the Secretariat at least 24 hours in advance of any documents or statements they wish to be distributed during the meeting to assist interpretation and to enable these to be circulated to delegates. Documents should be submitted by email to info@ico.org.

Interventions: Delegations may indicate their wish to intervene during a meeting by placing their country nameplate in an upright position until acknowledged by the Chairman.

Terms of reference for ICO bodies: Terms of reference for ICO bodies are listed below and can be downloaded from the documents section of the ICO website:

International Coffee Council (ICA 2007: Articles 8-16)
 Consultative Forum on Coffee Sector Finance (ICC-110-13 – Annex I)
 Private Sector Consultative Board (ICC-110-13 – Annex II)
 Projects Committee (ICC-110-13 – Annex III)
 Promotion and Market Development Committee (ICC-110-13 – Annex IV)
 Finance and Administration Committee (ICC-110-13 – Annex V)
 Statistics Committee (ICC-110-13 – Annex VI)
 Core Group for the Consultative Forum on Coffee Sector Finance (ICC-110-13 – Annex VII)
 Virtual Screening Subcommittee (ICC-110-13 – Annex VIII)
 Steering Group on Promotion (ICC-110-13 – Annex IX)

Decisions: Decisions are generally reached by consensus in practice.

Refreshments/local restaurants: Coffee, tea and biscuits are provided throughout the day. A variety of restaurants and cafés can be found in the vicinity of the ICO, such as in Charlotte Street, Wardour Street and Goodge Street (see map in Annex I).

Enquiries: Staff at the Information Desk will be available to assist delegates with enquiries. Contact details for other staff members are as follows:

Mauricio Galindo Secretary to the Council	020 7612 0602	galindo@ico.org
David Moorhouse Head of Finance and Administration (for financial and administrative matters)	020 7612 0628	moorhouse@ico.org
Executive Director's office: Hamida Ebrahim, PA to the Executive Director	020 7612 0618	ebrahim@ico.org
Mirella Glass Documents Officer	020 7612 0601	documents@ico.org
Helen Wright Secretariat Officer	020 7612 0624	wright@ico.org

INFORMATION AND SERVICES

Information/services	Location	Note
Accounts	First floor (09:00 – 17:00)	Payment of telephone and fax invoices, information about contributions, etc.
Cloakroom	Ground floor	
Computers/Wi-fi	Library (first floor) Council Chamber (ground floor)	ICO Wireless Local Area Network code: 19A3C3972D
Documents	Contact the Information Desk	
Fax	Registry office (first floor) (open throughout meetings)	The Registry office can assist with sending faxes. Incoming faxes can be sent to the ICO on +44 (0) 20 7612 0630
First aid	Contact the Information Desk or Commissionaire	
Information Desk	Ground floor Conference Lounge	
Interpretation	Council Chamber	Available for scheduled meetings only in English, French, Portuguese, Spanish
Library	First floor (09:00 – 18:00)	
Meeting rooms (additional)	Meeting room (first floor) Committee room (ground floor)	Please check with the Secretariat staff for availability
Photocopying	Contact the Information Desk	
Reconfirmation of flights	Information Desk (ground floor)	List of airline telephone numbers and websites available from desk
Refreshments	Ground floor lounge	Coffee, tea and biscuits available throughout the day
Restrooms	Gentlemen: basement and second floors Ladies: first and third floors Disabled: second floor	
Smoking	The ICO is a non-smoking building	Delegates may smoke outside the building
Taxis	Reception desk at entrance	The Commissionaire can call taxis
Telephones	Ground floor	No charge for local calls. All calls outside London area and to mobile phones are charged. Please settle outstanding charges with Accounts before the end of the meeting

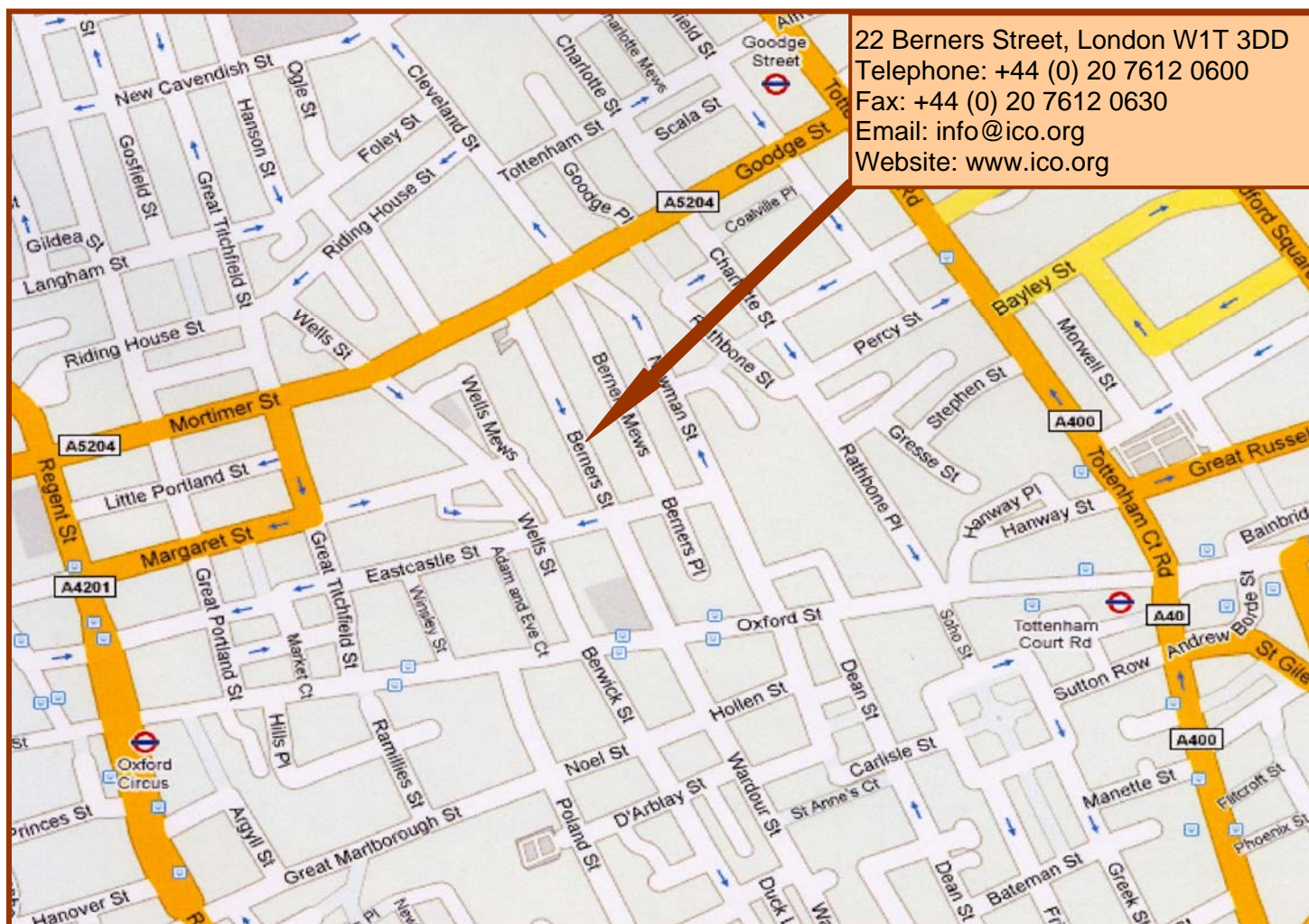
Additional information

Local time	From 27 October 2013 – 29 March 2014: GMT From 30 March 2014 – 25 October 2014: GMT + 1
Electricity	240V AC 50Hz
International direct dialling code	00 44 (United Kingdom) (0) 207 (London) (0) 208 (London)
Currency	The local currency is the pound sterling (GBP 1 = 100 pence). A universal currency converter can be found at www.xe.com/ucc/
Climate	Information about the current weather forecast in London can be found on www.cnn.com or www.weather.com
Travel/medical insurance	The European Health Insurance Card allows EU nationals on short-term stays to other Member countries to use the public health care sector on the same terms as a local resident and provides all covered visitors with emergency and necessary care. Please contact relevant health authorities for further details. Delegates should ensure that they are covered by international travel and medical insurance.
Useful links	Visiting the UK: www.i-uk.com Tourist Office: www.visitbritain.com Embassy/consulate information: www.ind.homeoffice.gov.uk Visiting London: www.visitlondon.com Transport for London: www.tfl.gov.uk



International Coffee Organization

How to find us



Nearest tube stations:

Tottenham Court Road: Central and Northern Lines

Oxford Circus: Central, Bakerloo and Victoria Lines

Goodge Street: Northern Line

By bus:

Buses 7, 8, 10, 25, 55, 73, 98 and 390 stop near the corner of Oxford Street and Berners Street.

From the Airport

Heathrow airport: The Heathrow Express runs every 15 minutes from 05.07 to 00.01 between Heathrow airport and Paddington Station in London (journey time: 15 minutes). Heathrow can also be reached by tube (Piccadilly line).

Gatwick airport: The Gatwick Express runs around every 15 minutes from 05.20 to 01.30 between Gatwick airport and Victoria Station (journey time: 30 minutes).

Stansted airport: The Stansted Express runs every 15 to 30 minutes to Liverpool Street Station in London (journey time: 45 minutes).

By car: Car parking facilities are available within walking distance of the Organization. £10.00 daily congestion charge is applicable when driving in central London.

ICO CORPORATE RATES FOR LONDON HOTELS

January 2014

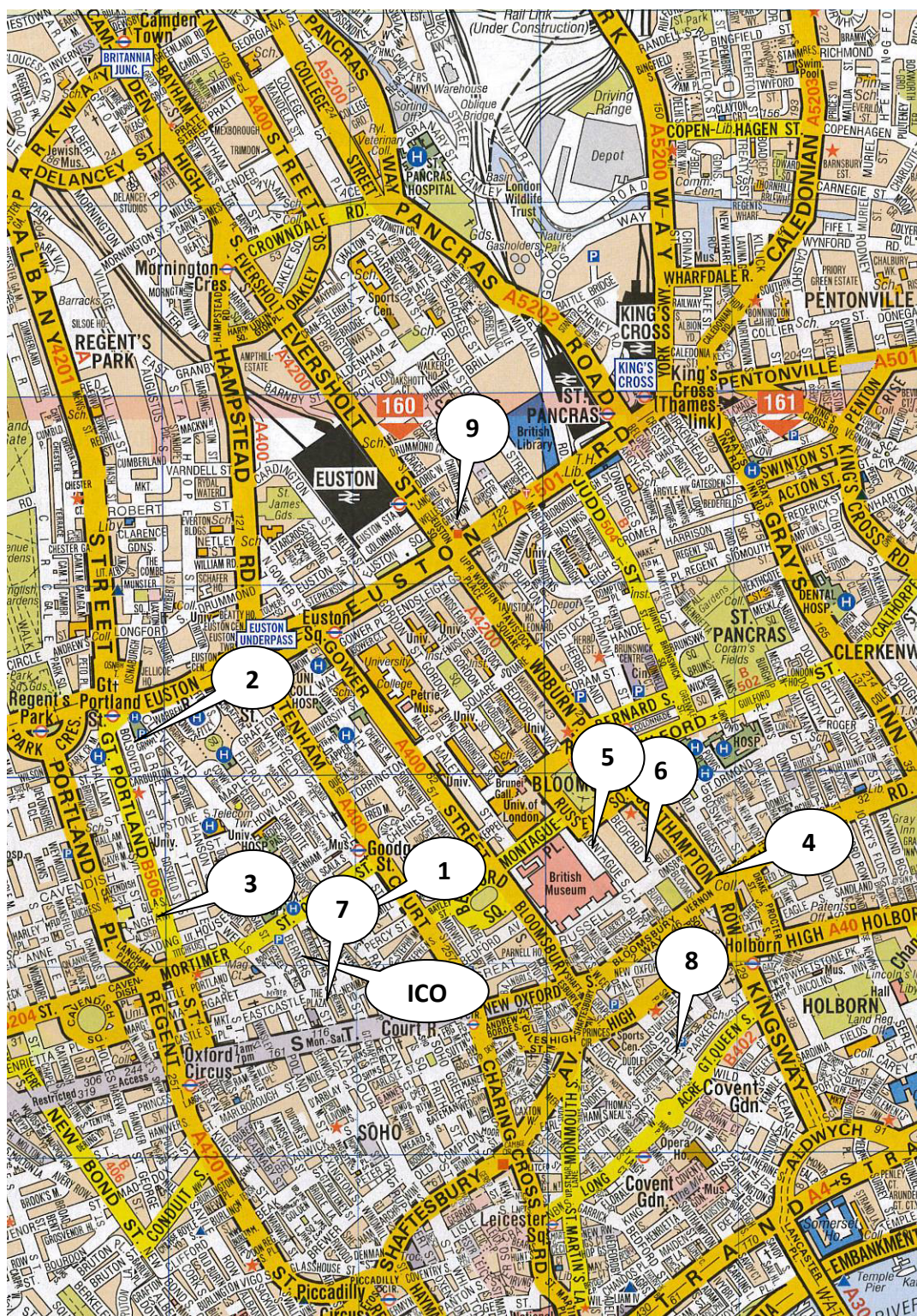
Rathbone Hotel**** 30 Rathbone Street, London W1T 1LB Tel.: +44 (0) 20 7636 2001 Fax: +44 (0) 20 7636 3882 E-mail: reservations@rathbonehotel.com Website: www.rathbonehotel.com	Single room	£131.00 (+VAT)	To ensure you receive these rates, please quote 'International Coffee Organization' at the time of booking. Continental breakfast included. Map reference 1
	Junior double room (sole occupancy)	£141.00 (+VAT)	
	Standard double/twin room	£157.00 (+VAT)	
	Executive room	£176.00 (+VAT)	
	Suite	£237.00 (+VAT)	

Central Reservations for Grange hotels: Please quote: 'International Coffee Organization ID 12139' at the time of booking Tel.: +44 (0) 20 7630 2000 Fax: +44 (0) 20 7835 1888 Website: www.grangehotels.com			
Grange Fitzrovia**** 20 – 28 Bolsover Street, London W1P 5NB Tel.: +44 (0) 20 7467 7000 Email: fitzrovia.reservations@grangehotels.com	Superior single/double/twin room	£135.00 (+VAT)	Continental breakfast included. Map reference 2
	Executive single/double room	£165.00 (+VAT)	
The Grange Langham Court Hotel**** 31 – 35 Langham Street, London W1W 6BU Tel.: +44 (0) 20 7436 6622 E-mail: langhamcourt.reservations@grangehotels.com	Superior single/double/twin room	£125.00 (+VAT)	Continental breakfast included. Map reference 3
	Executive single/double/twin room	£155.00 (+VAT)	
The Grange Holborn Hotel***** 50-60 Southampton Row, London WC1B 4AR Tel: +44 (0) 20 7242 1800 E-mail: holborn.reservations@grangehotels.com	Superior single/double/twin room	£160.00 (+VAT)	Continental breakfast included. Map reference 4
	Executive single/double/twin room	£200.00 (+VAT)	
Blooms Townhouse Hotel**** 7 Montague Street, London WC1B 5BP Tel: +44 (0) 20 7323 1717 E-mail: blooms.reservations@grangehotels.com	Superior single/double/twin room	£135.00 (+VAT)	Continental breakfast included. Map reference 5
	Executive single/double/twin room	£165.00 (+VAT)	
The Buckingham Hotel**** 39-40 Bedford Place, London WC1B 5JT Tel: +44 (0) 20 7636 2474 E-mail: buckingham.reservations@grangehotels.com	Superior room	£135.00 (+VAT)	Continental breakfast included. Map reference 6
	Executive room	£165.00 (+VAT)	
The Portland Hotel**** 31-32 Bedford Place, London WC1B 5JH Tel: +44 (0) 20 7580 7088 E-mail: portland.reservations@grangehotels.com	Superior room	£135.00 (+VAT)	Continental breakfast included. Map reference 6
	Executive room	£165.00 (+VAT)	
The Clarendon Hotel**** 34-37 Bedford Place, London WC1B 5JR Tel: +44 (0) 20 7307 1575 E-mail: clarendon.reservations@grangehotels.com	Superior single/double/twin room	£135.00 (+VAT)	Continental breakfast included. Map reference 6
	Executive single/double/twin room	£165.00 (+VAT)	

The London Edition***** 10 Berners Street, London W1T 3LF Tel.: +44 (0) 20 7781 0000 Fax: +44 (0) 20 7781 0100 Website: http://edition-hotels.marriott.com/london/	Guest room single/double	£265.00	To ensure you receive these rates, please quote 'International Coffee Organization' at the time of booking. Map reference 7
	Superior room single/double	£288.00	
	Deluxe room single/double	£336.00	
	Loft single/double	£384.00	

ADDITIONAL HOTELS: NO CORPORATE RATES

Travelodge Covent Garden 10 Drury Lane, High Holborn, London WC2B 5RE Tel.: +44 (0) 0871 984 6245 Website: www.travelodge.co.uk		Rates vary daily. Approx. £100.00 (includes VAT)	Special offers via Internet Breakfast not included. Map reference 8
Travelodge Euston 1 – 11 Grafton Place, London NW1 1DJ Tel.: +44 (0) 0871 984 6245 Website: www.travelodge.co.uk		Rates vary daily. Approx. £100.00 (includes VAT)	Special offers via Internet Breakfast not included. Map reference 9



CONDUCT OF MEETINGS

The plenary meetings of the Council and other ICO bodies should normally start and finish promptly, as set out in the schedule of meetings approved at the start of the meeting. The Chairman will announce details of the time and venue of the next meeting or the schedule of meetings for the next day, which will also be posted on a notice board on the ground and second floors.

Members are reminded that single teams of interpreters normally work for no more than 3 hours at a time, with a lunch break of 1½ hours. In the case of a single team, the interpreters would not be expected to work beyond 18:30.

Delegations and Chairmen are requested to make every effort to ensure that meetings commence at the agreed time by arriving in good time for meetings.

A bell will be rung at the request of the Chairman to indicate the start of the meeting, and the officers on the rostrum (Chairman, Executive Director and Secretary) are requested to be in place so that the Chairman can open the meeting within a few minutes subject to the quorum requirements under Rule 14 of the Rules of the Organization. If the Chairman is not present in the meeting room at the start of a meeting, the Vice-Chairman will take the chair and preside over the meeting until its conclusion.

During the meeting, the Chairman will remind participants of the time, and urge them to keep statements short and to the point. The Chairman may propose a limit on the time to be allowed to speakers and on the number of times each representative may speak on any question, the closure of the list of speakers, or the closure of the debate, in accordance with Rule 19 of the Rules of the Organization. The Chairman's own interventions and summaries will also be as concise as possible.

Delegates are requested to turn off all mobile phones during meetings.

Other meetings

Coordination and other meetings should start and finish promptly at the time scheduled for them, to avoid delays to other meetings and inconvenience to other delegates.

When a coordination or meeting cannot finish on time, the Chairman will advise the Chairman of the Council as appropriate. If necessary, and if services are available, another time will be allocated for the coordination or meeting to complete its work.

GUIDELINES FOR PRESENTERS

Time-limit: As the programme is very tight, presentations during Council sessions should generally be **no longer than 5 to 7 minutes** followed by 5 to 10 minutes for questions.

Advance copies of presentations: Please send an electronic copy of your presentation in advance of the meeting to info@ico.org. This will enable copies to be made for the interpreters and loaded onto the ICO laptop in case of problems with presenters' laptops. It also enables the ICO to make copies for interested delegates, and to put it on the ICO website for consultation after the meeting.

Equipment: We have integrated audiovisual facilities in the Council Chamber. We also have a laptop available for presentations but you may use your own if you prefer. Please note video clips inside Power Point presentations will not appear on the screens. On arrival at the ICO, please ask the Registration Desk for further assistance with your presentation.

Documentation: If there are any other documents that you would like to make available to delegates at the meeting, please send an electronic copy in advance, to enable copies to be printed and made available on the day.

Introductory note: Please provide a short introductory or biographical note to assist the Chairperson or Executive Director in introducing you.

Registration/badge: Please complete and return the attendance form attached to the convocation to the Secretariat so that an identification badge can be prepared. On arrival at the ICO please collect your badge from the Information Desk.

Attendance at ICO meetings is restricted to Members and accepted observers. External presenters are therefore requested to attend the meeting only for the period of their presentations and questions, and to leave the meeting thereafter.

Reimbursement of expenses: Due to the ICO's restricted budget we regret that the ICO is not able to provide assistance with travel or accommodation expenses.

Council and other meetings: Council sessions and other ICO meetings usually last between 2.5 to 3 hours. Each agenda item is introduced briefly by the Chairperson or Executive Director, followed by a short presentation, discussion and questions. Council sessions take place in the Council Chamber on the ground floor and are attended by representatives of the Member Governments of the ICO, their alternates and advisers, as well as accepted observers from non-member countries, the private sector and international organizations. A list of ICO office-holders and Members can be found on the 'About us' section of the ICO website (www.ico.org).

Interpretation: Interpretation is available for Council sessions in the four official languages of the Organization (English – channel 1, French – channel 2, Portuguese – channel 4 and Spanish – channel 3). All seats are provided with headphones. Meetings of the Private Sector Consultative Board are in English only.

Enquiries

Helen Wright – Secretariat Officer

Tel: +44 (0) 20 7612 0624

Email: wright@ico.org

GUIDELINES FOR SPEAKERS

The organizers of this conference are providing professional interpretation to enable delegates of different languages and cultures to understand each other. The interpreters are your allies in conveying your message to the audience. You can help them by following these simple guidelines.

1. If you have a **written text** or **notes for your speech**, whether or not you intend following them closely, please hand them to the conference secretariat for distribution to the interpreters. Interpreters do not simply rely on words, they interpret the meaning and should therefore familiarize themselves with your subject and terminology. You are free to depart from your text or add to it as you go along. AIIC interpreters are bound by professional secrecy, and the content of your document will remain confidential at all times and will be returned to you on request.
2. If your paper is **technical**, please give the interpreters any terminology you may have or any background papers on the same subject in other languages. You may also ask the conference secretariat to organize a briefing with the interpreters. Meeting the speakers would be useful in order to clarify specific points which will help improve performance.
3. If you wish to show a **film, slides or transparencies**, please make sure that the interpreters receive the script or a copy of the transparencies. The booths are often situated far away from the screen and it would be helpful if the interpreters had copies of the projected text in front of them.
4. When reading from a script one tends to speed up which means that the audience will find it difficult to follow and, as a result, parts of your message will be lost. If you have not spoken at meetings with interpretation before, it may be advisable to **pace your delivery** beforehand. Ideally you should allow **3 minutes per page** of 40 lines.
5. Before you speak, please make sure your **microphone** is switched on. Knocking the microphone or blowing into it as a test will merely be amplified in the interpreters' headphones and cause an unpleasant noise. To test the microphone just say a few words like "Good afternoon" or "Thank you Mr Chairman".
6. Please do not speak too close to the microphone as this creates interference and avoid leaving your receiver set close to the microphone when you speak to prevent feed-back whistling. The technician will be able to advise you on this.
7. If you need to **move away from your seat**, i.e. to point at a slide or transparency projection, please use a **neck or lapel microphone**. Without a microphone the interpreters cannot hear you, however loud you speak.
8. If you are speaking from the rostrum or a lectern and want to reply to questions from the floor, please make sure you have a **receiver set** with you to follow the questions as they are interpreted.

Your Team of Interpreters

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