Request for credentials for the 116th Session of the Council (Addis Ababa, Ethiopia 9 to 11 March 2016)

Credentials for ICO meetings

1.   The Executive Director presents his compliments and wishes to remind Members that Rule 3 of the Rules of the Organization requires them to inform him, in writing, of the names of their representative, alternates and advisers. In view of the need to finalise the arrangements for the 116th Session of the International Coffee Council and other meetings taking place in Addis Ababa, Ethiopia, from 9 to 11 March 2016, Members are requested to send their credentials with details of designated participants to the Executive Director by **5 February 2016** via the dedicated email address credentials@ico.org.

2.   Credentials should be issued in writing by the competent authorities designated by the Member (i.e. either the relevant Ministry or government agency of the Member country or by a representative of the Diplomatic Mission of the Member concerned either in the country where the seat of the Organization is located or where a session takes place). Members are requested to coordinate with their authorities to avoid issuing duplicate credentials. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.

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

4.   The Secretariat will examine the credentials of delegations and report to the Council on 11 March 2016. An example of a credential is attached as Annex I for the information of Members. An example of a letter authorising a Member to represent another Member which is not attending the meetings is attached as Annex II.

MODEL ONLY

CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER

[Date]

Mr Robério Oliveira Silva
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Silva,

116th Session of the International Coffee Council
(Addis Ababa, Ethiopia, 9 to 11 March 2016)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 116th Session of the International Coffee Council and other meetings taking place in Addis Ababa, Ethiopia from 9 to 11 March 2016:

[Name]   Representative
[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.

ANNEX II

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

[Date]

Mr Robério Oliveira Silva
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Silva,

**116th Session of the International Coffee Council
(Addis Ababa, Ethiopia, 9 to 11 March 2016)**

I have the honour to inform you that my Government will not be represented at the 116th Session but has authorised [*insert name of another Member country*] to represent its interests and to exercise its right to vote at the 116th Session of the International Coffee Council from 9 to 11 March 2016.

Yours sincerely,

[Signature]*
[Name]
[Title]
[Member country]

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