



- **International Coffee Council**
- **Finance and Administration Committee**
- **Private Sector Consultative Board**
- **Projects Committee**
- **Promotion and Market Development Committee**
- **Statistics Committee**

**Convocation for the ICO meetings  
25 to 29 September 2017  
Yamoussoukro, Côte d'Ivoire**

## **Introduction**

1. The Executive Director presents his compliments and wishes to inform ICO Members and observers that the 120<sup>th</sup> Session of the International Coffee Council and other meetings will be held in Yamoussoukro, Côte d'Ivoire from 25 to 29 September 2017. The Workshop on Statistics will take place on Monday, 25 September and the 7<sup>th</sup> Consultative Forum on Coffee Sector Finance will take place on Wednesday 27 September. Information about these events will be circulated separately. A preliminary schedule of meetings is attached as Annex I.

## **Venue**

2. All meetings will be held at the Conference Centre of the Hotel des Parlementaires, Quartier Millionnaire, Yamoussoukro, Côte d'Ivoire.

3. The following Annexes are included in this document:

- |           |                                  |
|-----------|----------------------------------|
| Annex I   | Preliminary schedule of meetings |
| Annex II  | Registration form for observers  |
| Annex III | Hotels and rates                 |
| Annex IV  | Transportation request           |
- Please return to Mr Matthieu Komenan ([komenan2010@gmail.com](mailto:komenan2010@gmail.com))

4. For further information about hotels, visas, tours and other arrangements in Côte d'Ivoire, please contact the following representatives from the Permanent Representation of Côte d'Ivoire to International Commodity Organizations, 33 Cavendish Square, London W1G OPW, Tel.: +44 207 462 0086, Fax: +44 207 462 0087:

**Name:** Ms Marie-Claude Moussy

**Title:** Legal Advisor

**Email:** [mdegni-segui@reperci.org](mailto:mdegni-segui@reperci.org)

[mdegnis@aol.com](mailto:mdegnis@aol.com)

**Name:** Ms Nathalie Asse

**Title:** Communication Advisor

**Email:** [nasse@reperci.org](mailto:nasse@reperci.org)

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### **Hotel reservations**

5. Delegates are responsible for reserving their hotel accommodation. Details of hotels and rates are attached as Annex III. Please note that there is considerable demand for hotel rooms in Yamoussoukro at this time of year and Delegates are advised to make their reservations as soon as possible.

### **Visas and passports**

6. Visas are compulsory for travel to Côte d'Ivoire and delegates should apply online at <https://snedai.com/e-visa/> (the website is available in English and French) to obtain a visa for entry into Côte d'Ivoire.

### **Travel arrangements**

7. As reservations for flights to and from Côte d'Ivoire can rapidly become fully booked at this time of year, delegates should make their travel arrangements as soon as possible. There are direct international flights to Félix Houphouët-Boigny International Airport in Abidjan from Addis Ababa, Brussels, Casablanca, Dubai, Johannesburg, Istanbul, Lisbon, Nairobi and Paris, operated by the following airlines: Ethiopian Airlines, SN Brussels Airlines, Royal Air Maroc, Emirates, South African Airways, Turkish Airlines, Tap Portugal, Kenya Airways and Air France.

### **Transportation: Airport arrivals and departures**

8. Félix Houphouët-Boigny International Airport is located 16 kilometres South East of Abidjan, 45 minutes from the town centre. Delegates should provide details of arrival and departure dates, times and flight numbers, name and address of the hotel where they are staying, by completing the transportation form attached to this document (Annex IV) and return it to Mr Matthieu Komenan ([komenan2010@gmail.com](mailto:komenan2010@gmail.com)).

### **Transportation to Yamoussoukro**

9. The authorities of Côte d'Ivoire are providing special transport for ICO delegates on Sunday 24 September from hotel Ibis Abidjan Plateau to Yamoussoukro. There will be coaches leaving the hotel in the morning at 11:00 and in the afternoon at 16:00. The journey takes approximately two hours. To help the authorities coordinate the transport arrangements from hotel Ibis Abidjan Plateau, Members are strongly advised to provide their arrival details on the attached form in Annex IV. Delegates arriving into Abidjan before Sunday 24 September are advised to book accommodation in Abidjan.

10. A shuttle service from Félix Houphouët-Boigny International Airport to Yamoussoukro has been organized for delegates who arrive in Abidjan on Monday 25, Tuesday 26 and Wednesday 27 of September 2017. Arrival details need to be completed in the attached Annex IV for the authorities to be able to coordinate the transport to Yamoussoukro on these dates.

### **Transportation from Yamoussoukro to Abidjan**

11. Special transport arrangements have been made for Saturday 30 September 2017 to travel back to Félix Houphouët-Boigny International Airport. The pickup time will be at 15:00 from the Hotel des Parlementaires, Quartier Millionaire, Yamoussoukro. Most international flights depart from Abidjan from around 21:00.

### **Field visit and visit to the Basilica Notre Dame**

12. The authorities of Côte d'Ivoire have organized a visit to a coffee farm in Yamoussoukro. The visit is programmed for half a day on Saturday 30 September and is free of charge subject to prior booking. Coaches will be departing from Hotel des Parlementaires at 07:30 and will be returning to the departure point at 14:00. For further information or to reserve a place please contact Mr Matthieu Komenan at [komenan2010@gmail.com](mailto:komenan2010@gmail.com).

13. A parallel visit to the Basilica Notre Dame and the Félix Houphouët-Boigny Foundation will take place on Saturday 30 September. The departure point will be from Hotel des Parlementaires at 09:00.

### **Social event**

14. The Government of Côte d'Ivoire will offer a gala dinner on Thursday 28 September 2017. Further details on the venue and time will be circulated later.

### **Vaccinations**

15. Delegates can obtain up-to-date information on vaccinations on the World Health Organization's website [www.who.int](http://www.who.int) or alternatively by consulting the local Consulate of Côte d'Ivoire. Delegates should note that it is obligatory to enter the country with proof of Yellow Fever vaccination. The authorities of Côte d'Ivoire also recommend the following vaccinations: Typhoid and meningitis.

### **Members – Notification of attendance**

16. Credentials for the 120<sup>th</sup> Session of the International Coffee Council should be sent to the Executive Director at the ICO headquarters in London as indicated below.

17. Members are reminded that Rule 3 of the Rules of the Organization (document [ICC-102-7](#)) requires them to inform the Executive Director, in writing, as early as possible after receiving this notification, of the names of their representatives, alternates and advisers. Members are requested to ensure that their complete list of credentials reaches the Organization by no later than **25 August 2017**. Credentials should be issued in writing by 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).

18. The credentials of delegations will be examined by the Chairman, with the assistance of the Secretariat, who will report to the Council. The List of Delegations will be based on credentials received from Members and requests received from observers.

### **Admission of observers**

19. Invited observers from non-member countries, international organizations and private sector associations listed in Annex II of document [ICC-117-3](#) wishing to attend the Council Session and/or other ICO meetings are requested to inform the Executive Director by **11 August 2017** of the specific meetings they wish to attend.

20. Observer countries and organizations not included on the list in Annex II of document [ICC-117-3](#) 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 **11 August 2017**), in accordance with Rule 5 of the Rules of the Organization.

### Registration

21. For the purposes of identification and security, all participants attending the meetings are required to collect their badge on arrival at the Registration Desk of the Conference Centre.

### Agendas and arrangements

22. The draft Agendas for the Council and other meetings together with the draft schedule of meetings are attached.

23. Members wishing to submit documents for circulation, to suggest any additional matters for consideration, or to make a presentation during the meetings are requested to advise the Executive Director in writing no later than **11 August 2017**.

### Paperless meetings

24. The ICO is moving towards a zero paper 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. To ensure that the hard copies of documents are ready in time please notify the Secretariat if a document set is required **at least 30 days before the meetings by emailing [documents@ico.org](mailto:documents@ico.org)**. The conference centre has broadband facilities and there will be adequate electrical outlets for delegates to recharge devices. 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). The password for restricted documents can be requested from the Secretariat.

### Interpretation

25. One team of interpreters will be available from 25 to 29 September 2017.

### Important Dates

Visas	Delegates should <b>check now</b>
Documents/presentations/additions to agendas	In writing to the Executive Director by <b>11 August</b>
Request for observer status	In writing to the Executive Director by <b>11 August</b>
Registration and credentials	By <b>25 August</b>
Document sets	By <b>25 August</b> to <a href="mailto:documents@ico.org">documents@ico.org</a>

### GENERAL INFORMATION ON CÔTE D'IVOIRE

Population	Côte d'Ivoire (2016): 23,740,424 Abidjan (2007): 3,802,000 Yamoussoukro: 355,573
Area of Côte d'Ivoire	322,463 km <sup>2</sup>
Area of Abidjan	2,119 km <sup>2</sup>
Area of Yamoussoukro	3,500 km <sup>2</sup>
Language	French
Local time	GMT
Electricity	230V 50 Hz
International direct dialling code	+225 (Côte d'Ivoire)
Currency	The local currency is the CFA franc. 1 Euro = CFA francs 656 A universal currency converter can be found at <a href="http://www.xe.com/ucc">www.xe.com/ucc</a>
Climate	The average temperature in Yamoussoukro in September is 20° C (minimum) and 27° C (maximum).
Travel/medical insurance	Delegates should ensure that they are covered by travel and medical insurance.
Health requirements for entry into Côte d'Ivoire	<b>Compulsory vaccinations:</b> Yellow fever Recommended: Typhoid and meningitis Check at <a href="http://www.who.int">www.who.int</a> and the local Consulate of Côte d'Ivoire.

**REGISTRATION FORM FOR OBSERVERS**  
**120<sup>th</sup> SESSION OF THE INTERNATIONAL COFFEE COUNCIL AND OTHER MEETINGS**  
 (25 to 29 September 2017, Yamoussoukro, Côte d'Ivoire)  
 Please return this form to [buckley@ico.org](mailto:buckley@ico.org)

**A. REGISTRATION**

Category of Delegation (indicate a category)

Observer invited by the Council (see <a href="#">ICC-117-3</a> ) <ul style="list-style-type: none"> <li>• Non-member country <input type="checkbox"/></li> <li>• International Organization <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul>	PSCB association <input type="checkbox"/>
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I will attend the following meetings to be held in Yamoussoukro, Côte d'Ivoire in September 2017 (please tick as appropriate):

Attendance	Yes	No
120 <sup>th</sup> Session of the Council (28 and 29 September 2017)		
Private Sector Consultative Board (26 September 2017) – <i>this meeting is only open to PSCB members and ICO Members</i>		
Projects Committee (26 September 2017)		
Promotion and Market Development Committee (26 September 2017)		
Statistics Committee (26 September 2017)		

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

Surname: .....

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

Title or official position: .....

Organization / Company: .....

Address: .....

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

Fax: ..... Email: .....

## HOTELS AND RATES

	HOTELS	ADDRESS	RATES
1	HÔTEL PRÉSIDENT DE YAMOOUSSOUKRO 4 stars 180 rooms	Quartier Administratif, Yamoussoukro, Côte d'Ivoire, Tel: +225 30 64 64 64 <a href="http://www.hotelpresident.ci">www.hotelpresident.ci</a>	Suite: FCFA150,000 (US\$259; €229) Superior room: FCFA75,000 (US\$129; €114) Standard room: FCFA50,000 (US\$86; €76) Breakfast included
2	HOTEL DES PARLEMENTAIRES 4 stars 300 rooms	Quartier Millionnaire, Yamoussoukro, Côte d'Ivoire, Tel: (225) 30 64 68 00	Suite senior: FCFA90,000 (US\$155; €137) Suite junior: FCFA70,000 (US\$121; €107) Deluxe room: FCFA60,000 (US\$104; €91) Superior room: FCFA50,000 (US\$86; €76) Breakfast included
3	HOTEL VILLA DES HOTES 3 stars 30 rooms	10, Yamoussoukro, Côte d'Ivoire Tel: +225 05 09 30 38	Suite: FCFA35,000 (US\$60; €53) Mini suite: FCFA30,000 (US\$52 ; €46) Superior room: FCFA27,000 (US\$47; €41)
4	HOTEL ROYAUME 3 stars	Yamoussoukro à 20m du feu de la Présidence. BP 145 Yamoussoukro, Côte d'Ivoire, Tel: (225) 30.64.00.12 / (225) 07.85.95.19 / (225) 57.98.81.91 Email: <a href="mailto:Hotelroyaume.yakro@gmail.com">Hotelroyaume.yakro@gmail.com</a>	Single room: FCFA22,000 (US\$38; €33) Standard room: FCFA32,000 (US\$55; €49) Mini-suite: FCFA38,000 (US\$65; €58) Suite: FCFA55,000 (US\$95; €84)
5	HOTEL RESIDENCE LA CROISIERE 16 rooms	Rue Abdoulaye FADIGA Tel: (225) 30 64 50 40	Single room: FCFA38,000 (US\$65; €58) Deluxe room: FCFA48,000 (US\$83; €73) Suite: FCFA58,000 (US\$100; €88)



	HOTELS	ADDRESS	RATES
6	HOTEL RESIDENCE AHO SARL 39 rooms	BP 1547 Yamoussoukro, Côte d'Ivoire, Tel: (225) 30.64.75.88 Cel: (225) 07.11.01.25 / (225) 06.03.39.36 Fax: (225) 30.64.28.55 <a href="http://www.hotelaho.com">www.hotelaho.com</a>	Senior suite: FCFA50,000 (US\$86; €76) Standard suite: FCFA45,000 (US\$78; €69) Deluxe room: FCFA35,000 (US\$60; €53) High standard room: FCFA30,000 (US\$52; €46) Standard room: FCFA25,000 (US\$43; €38)
7	COMPLEXE HOTELIER RESIDENCE BERAH	Quartier millionnaire non loin de la direction Cie et Sodéci Yamoussoukro, Côte d'Ivoire, Tel: (225) 07 13 80 09 <a href="http://www.hotelresidenceberah.com">www.hotelresidenceberah.com</a>	Suite senior: FCFA50,000 (US\$86; €76) Twin/double room: FCFA30,000 (US\$52; €46) Mini-suite junior: FCFA25,000 (US\$43; €38)
8	HOTEL LE ROCHER 3 stars 76 rooms	Yamoussoukro, Côte d'Ivoire (225) 30 64 03 08	Suite: FCFA40,000 Mini suite: FCFA35,000 (US\$60; €53) Superior room: FCFA30,000 (US\$52; €46)

**TRANSPORTATION REQUEST**

**Arrival in Abidjan**

Date: ..... Time: .....

Airline: ..... Flight number: .....

Hotel in Yamoussoukro: .....

**Departure from Abidjan**

Date: ..... Time: .....

Airline: ..... Flight number: .....

**Please return to:**

Name: Mr Matthieu Komenan  
Title: Deputy Director  
Institution: Ministry of Commerce  
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Email: [komenan2010@gmail.com](mailto:komenan2010@gmail.com)