



INTERNATIONAL COFFEE ORGANIZATION
ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ED 2073/09

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**Request for early submission of
credentials for the 103rd Session of the
Council and other meetings
(21 – 25 September 2009)**

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 composition of their delegations. In view of the need to finalize the arrangements for the 103rd Session of the International Coffee Council and other meetings from 21 to 25 September 2009, including the workshop on the implementation of the Consultative Forum on Coffee Sector Finance, Members are requested to send their credentials with details of designated participants to the Executive Director **by 11 September 2009**.
2. Credentials should be issued in writing by 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. In the case of the EC, EC Member States should send copies of their credentials to the representative of the EC as well as to the Secretariat. Faxed credentials may be accepted; however, Members are requested to provide original credentials after the session for record purposes.
3. The Secretariat will examine the credentials of delegations and report to the Council on 25 September 2009. An example of a credential is attached for the information of Members.

**CREDENTIAL LETTER TO BE ISSUED ON HEADED PAPER
OF DIPLOMATIC MISSION / MINISTRY**

[Date]

Mr Néstor Osorio
Executive Director
International Coffee Organization
22 Berners Street
London W1T 3DD

Dear Mr Osorio,

103rd Session of the International Coffee Council (21 to 25 September 2009)

I am pleased to inform you that [country] will be represented by the following delegate(s) at the 103rd Session of the International Coffee Council and other meetings taking place from 21 to 25 September 2009:

[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 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.*